

Stevensville Town Council Meeting
Agenda For
MONDAY, JUNE 11th, 2018
7:00 p.m.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of minutes from May 14th Town Council Meeting
4. Approval of Bi-Weekly Claims
5. Administrative Reports
 - A. Finance Officer
 - B. Police
 - C. Public Works
6. Guests
7. Correspondence
 - 5-29-2018 Park Board Resignation Letter from Sherri Harris
8. Public Comments
9. Unfinished Business
10. New Business
 - A. Discussion/decision – Western Heritage Days Special Event Permit
 - B. Discussion/decision – Resolution No. 425, A Resolution Declaring Certain Town Property as Surplus and Authorizing its Disposal
 - C. Discussion/decision – Resolution No. 426, A Resolution Declaring Intent to Transfer Surplus Property
 - D. Discussion/decision – Council Requests Mayor Dewey to Engage in a Conversation Regarding Ravalli County Sheriff's Office Services to the Town of Stevensville, Councilmembers Michalson & Smith
 - E. Discussion/decision – Park Board's Potential Violation of Open Meeting Law MCA 2-3-202, 2-3-203, Councilmembers Michalson and Barker
 - F. Discussion/decision – Resolution No. 427, A Resolution Setting Fees for Public Fingerprinting Services
 - G. Discussion/decision – Agreement between the Town of Stevensville and the Montana Section of the American Water Works Association
11. Executive Report

12. Town Council Comments

13. Board Report

14. Adjournment

Guidelines for Public Comment

Public Comment ensures an opportunity for citizens to meaningfully participate in the decisions of its elected officials. It is one of several ways your voice is heard by your local government.

During public comment we ask that all participants respect the right of others to make their comment uninterrupted. The council's goal is to receive as much comment as time reasonably allows. All public comment should be directed to the chair (Mayor or designee). Comment made to the audience or individual council members may be ruled out of order. Public comment must remain on topic, and free from abusive language or unsupported allegations.

During any council meeting you have two opportunities to comment.

1. During the public comment period near the beginning of a meeting.
2. Before any decision making vote of the council on an agenda item.
3. Comment made outside of these times may not be allowed.
4. Citizens wishing to speak during the official public comment period should come forward to the podium and state their name and address for the record. Comment during this time maybe time limited, as determined by the chair, to allow as many people as possible to comment.
5. Citizens wishing to comment on a motion for decision before any vote can come forward or stand in place as they wish. Comment must remain on the motion before the council.

STEVENSVILLE TOWN COUNCIL MINUTES
Monday, May 14th, 2018
7:00 p.m.

Council for the Town of Stevensville came together at Council Chambers, this being the time set for the regular meeting of the Town Council. Mayor Dewey called the meeting to order at 7:00 p.m. Councilmember's Barker, Holcomb, Smith and Michalson were all present. Members of the public were also present.

The Council and all present then rose, faced the flag and recited the Pledge of Allegiance.

Approval of minutes from:

April 23rd Town Council Meeting

Councilmember Holcomb made a motion to approve minutes from the April 23rd Town Council Meeting as presented. Councilmember Barker seconded the motion and all voted "aye". Motion carried 4-0.

Approval of bi-weekly claims:

Council reviewed claims #14377-14416 as presented, in the amount of \$74,258.99.

Councilmember Holcomb made a motion to approve the claims as presented. Councilmember Barker seconded the motion and all voted "aye". Motion carried 4-0.

Administrative Reports:

Finance Officer

Finance Officer April Van Tassel presented the financial report.

Police

Police Clerk Jenelle Berthoud presented the police report.

Public Works

Public Works Supervisor George Thomas was unable to be present. Council reviewed the public works report.

Discussion was held regarding water loss, electricity use and unmetered water.

Guests:

There were no guests introduced.

Correspondence:

Mayor Dewey read the following correspondence into the record:

- 5-3-18 Jean Garrard Thank You Note to Public Works

- 5-3-18 Robert Morgenthal Email Regarding Sidewalk Injury
- 5-8-18 Park Board Letter Regarding Council Decisions on April 23, 2018

Public Comments:

Jeff Motley, 318 9th Street, commented on the poor condition and appearance of the Town cemeteries.

Jim Crews, 9th Street, commented on the Park Board letter read under correspondence.

Unfinished Business:

There was no Unfinished Business.

New Business:

A. Discussion/decision – Approval of 2018-19 TEDD Work Plan

RCEDA Director Julie Foster presented the 2018-19 TEDD Work Plan.

Councilmember Holcomb made a motion to approve the FY2018-19 TEDD Work Plan. Councilmember Barker seconded the motion and all voted “aye”. Motion carried 4-0.

B. Discussion/decision – Approval of 2018-19 TIFID Work Plan

RCEDA Director Julie Foster presented the FY2018-19 TIFID Work Plan.

Councilmember Holcomb made a motion to approve the FY2018-19 TIFID Work Plan. Councilmember Michalson seconded the motion and all voted “aye”. Motion carried 4-0.

C. Discussion/decision – Airport Board’s Recommendation to Approve Morrison Maierle for Airport Engineering Services

Mayor Dewey reviewed the solicitation for airport engineering services and the Airport Board’s recommendation of Morrison Maierle.

Councilmember Smith made a motion to approve the Airport Board’s Recommendation to Approve Morrison Maierle for Airport Engineering Services. Councilmember Holcomb seconded the motion and all voted “aye”. Motion carried 4-0.

D. Discussion/decision – Change Order No. 3, Airport Runway 12-30 Reconstruction Project

Airport Board Chairman Craig Thomas presented Change Order No. 3.

Councilmember Holcomb made a motion to approve Change Order No. 3, Airport Runway 12-30 Reconstruction Project. Councilmember Michalson seconded the motion and all voted “aye”. Motion carried 4-0.

E. Discussion/decision –Stevensville School District Request for Pool Passes

Mayor Dewey presented the school’s request for pool passes.

Councilmember Holcomb made a motion to approve the Stevensville School District Request for Pool Passes. Councilmember Michalson seconded the motion and all voted “aye”. Motion carried 4-0.

F. Discussion/decision – Mayor’s Appointment of Audree Tribbensee as Town Clerk/Court Clerk

Mayor Dewey presented his appointment of Audree Tribbensee as Town Clerk/Court Clerk.

Councilmember Smith made a motion to consent to the Mayor’s Appointment of Audree Tribbensee as Town Clerk/Court Clerk. Councilmember Holcomb seconded the motion.

Bob Tribbensee spoke on behalf of his wife, Audree Tribbensee, stating she is honored and willing to support the Council and Mayor in anyway she can.

The vote was called and all voted “aye”. Motion carried 4-0.

G. Discussion/decision – Mayor’s Appointment of Sue Devlin to the Police Commission

Mayor Dewey presented his appointment of Sue Devlin.

Councilmember Holcomb made a motion to consent to the Mayor’s appointment of Sue Devlin to the Police Commission. Councilmember Michalson seconded the motion. Discussion was held regarding the number of applicants and remaining vacant positions. The voted was called and all voted “aye”. Motion carried 4-0.

H. Discussion/decision – Mayor’s Re-Appointments of Jeff Motley and Mike Mickelson to the Police Commission

Mayor Dewey presented his re-appointment of Jeff Motley and Mike Mickelson to the Police Commission.

Councilmember Smith made a motion to accept the Mayor’s re-appointment of Jeff Motley and Mike Mickelson to the Police Commission. Councilmember Holcomb seconded the motion and all voted “aye”. Motion carried 4-0.

I. Discussion/decision – Pay Claims Out of Cycle Due to May 28th Meeting Cancelled

Councilmember Holcomb made a motion to pay claims out of cycle due to the May 28th Meeting Cancellation. Councilmember Barker seconded the motion and all voted “aye”. Motion carried 4-0.

Executive Report

Mayor Dewey reported on the following items:

- His attendance at the Municipal Institute in Billings
- Budget workshop changes
- Swimming Pool preparation
- Municipal Summit reminder for May 22nd
- Committee of the Whole meeting re e-communication policy postponed until June 18th due to the budget workshop
- Western Heritage Days event permit update

Town Council Comments:

Councilmember Barker commented on the letter written by the Park Board members and on Council notifications of position vacancies.

Councilmember Smith commented on the Municipal Institute in Billings, pool clean up, water leaks and sidewalk repairs.

Councilmember Holcomb commented on TEDD/TIFD vacancy, General Services Clerk being referred to as Administration Assistant and the letter written by the Park Board members. She then commented she will be out of town over the holiday weekend.

Councilmember Michalson read the guidance letter from the Attorney General's office regarding the office incompatibility of the Mayor's office and Fire volunteer. He then commented on a criminal complaint filed against him for allegedly deleting emails and the Ravalli County Detective informing him that the case will be dropped due to it being laughable.

Board Reports

Airport Board Chair Craig Thomas reported on possible federal funds available for the airport which would take care of the airport's 5-year plan. He thanked the Mayor and Council for their support of the airport.

He then updated Council on the upcoming Trike event at the Airport.

Councilmember Holcomb made a motion to adjourn. Councilmember Barker seconded and all voted “aye”. Motion carried 4-0.

Meeting adjourned at approximately p.m.

APPROVE:

ATTEST:

Brandon Dewey, Mayor

Stacy Bartlett, Town Clerk

DRAFT

06/07/18
10:16:06

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 6/18

Page: 1 of 7
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (5/18) ****							
14432	E 230 Verizon Wireless	444.89					
Verizon Cell Usage from 4/19-5/18/18							
	May 18 05/18/18 Cell Phone - Mayor	37.45			1000 410200	340	101000
	May 18 05/18/18 Cell Phone - PD	217.86			1000 420100	340	101000
	May 18 05/18/18 Cell Phone - BD	106.66			2394 420531	340	101000
	May 18 05/18/18 Cell Phone - H2O	32.14			5210 430510	340	101000
	May 18 05/18/18 Cell Phone - Sewer	32.14			5310 430610	340	101000
	May 18 05/18/18 Cell Phone - Airport	18.64*			5610 430300	340	101000
*** Claim from another period (5/18) ****							
14438	183 Bitterroot Valley Tire	14.00					
	7160028481 05/21/18 Parks lawn mower tire	7.00*			1000 460430	360	101000
	7160028481 05/21/18 Cemetery lawn mower tire	7.00*			1000 430900	360	101000
*** Claim from another period (5/18) ****							
14439	183 Bitterroot Valley Tire	176.07					
	7160028511 05/23/18 Parks lawn mower tire	88.04			1000 460430	212	101000
	7160028511 05/23/18 Cemetery lawn mower tire	88.03*			1000 430900	360	101000
*** Claim from another period (5/18) ****							
14440	748 Allegra Print & Imaging	35.17					
Business Cards for Richard Martin (250)							
	57279 05/22/18 Business Cards	35.17			2394 420531	210	101000
*** Claim from another period (5/18) ****							
14441	1460 American Welding & Gas	122.34					
Acetylene, Carbon Dioxide (Water Dept), Oxygen, Argon/CO2 Mix, Rental Cylinder							
	05588326 05/31/18 Carbon Dioxide	34.72*			5210 430510	220	101000
	05588326 05/31/18 Ace/Oxy/Argon/CO2+Rental-H2O	29.21*			5210 430510	220	101000
	05588326 05/31/18 Ace/Oxy/Argon/CO2+Rental-Sew	29.21*			5310 430610	220	101000
	05588326 05/31/18 Ace/Oxy/Argon/CO2+Rental-Str	29.20			1000 430100	220	101000
*** Claim from another period (5/18) ****							
14442	E 59 BITTER ROOT DISPOSAL	393.96					
	May 18 05/01/18 Court solid waste	4.92			1000 410360	340	101000
	May 18 05/01/18 H2O Dept TH facility	29.55			5210 430510	340	101000
	May 18 05/01/18 Sewer Dept TH facility	29.55			5310 430610	340	101000
	May 18 05/01/18 PD solid waste	14.77			1000 420100	340	101000
	May 18 05/01/18 TH solid waste	14.77			1000 411201	340	101000
	May 18 05/01/18 BD solid waste	4.93			2394 420531	340	101000
	May 18 05/01/18 StreetsDept solid waste	236.38*			1000 430200	340	101000
	May 18 05/01/18 Sewer plant solid wase	59.09			5310 430640	340	101000
*** Claim from another period (5/18) ****							
14443	1330 Burnt Fork Market	1.99					
Napkins for Municipal Summit Regional Training 5/22/18							
	789446 05/21/18 Napkins for Summit lunch	0.99			1000 410200	380	101000
	789446 05/21/18 Napkins for Summit lunch	1.00			1000 410211	380	101000

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		*** Claim from another period (5/18) ****					
14444	1585 Ben Thomason	80.00					
	void plumbing permit #18-P014 (Job cancelled)						
	Refund 05/30/18 Void plumbing permit #18-P014	80.00			2394 323010		101000
		*** Claim from another period (5/18) ****					
14445	85 CENTURYLINK	460.44					
	May 2018 05/22/18 PD Telecom #3011	82.92			1000 420100	340	101000
	May 2018 05/22/18 WWTP Internet #0185	68.99			5310 430640	340	101000
	May 2018 05/22/18 H2O Plant Phone #7132	37.94*			5210 430540	340	101000
	May 2018 05/22/18 WWTP Phone #9878	50.62			5310 430640	340	101000
	May 2018 05/22/18 FD Telecom #5271	22.00			1000 420410	340	101000
	May 2018 05/22/18 H2O/TH Telecom #5271	76.99			5210 430510	340	101000
	May 2018 05/22/18 Sewer/TH Telecom #5271	76.99			5310 430610	340	101000
	May 2018 05/22/18 Court Telecom #5271	21.99			1000 410360	340	101000
	May 2018 05/22/18 Building Dept Telecom #5271	22.00			2394 420531	340	101000
		*** Claim from another period (5/18) ****					
14446	852 CENEX FLEETCARD	909.24					
	157832 05/31/18 PD fuel	316.42			1000 420100	231	101000
	157832 05/31/18 FD fuel	282.78*			1000 420460	231	101000
	157832 05/31/18 Water fuel	68.23			5210 430510	231	101000
	157832 05/31/18 Sewer fuel	68.23			5310 430610	231	101000
	157832 05/31/18 Streets fuel	68.23			1000 430200	231	101000
	157832 05/31/18 Admin fuel-FO trvl to Blgs	82.77			1000 410550	370	101000
	157832 05/31/18 Airport fuel	22.58			5610 430300	231	101000
		*** Claim from another period (5/18) ****					
14447	690 Core & Main LP	115.29					
	I888247 05/22/18 4" rubber tap saddle	51.30*			5310 430630	230	101000
	I888247 05/22/18 6" rubber tap saddle	63.99*			5310 430630	230	101000
		*** Claim from another period (5/18) ****					
14448	56 HAWKINS, INC.	1,377.34					
	4279608 05/14/18 Pool chemicals	1,377.34			1000 460450	220	101000
14449	1118 Montana Magistrates Association	200.00					
	Montana Magistrates Association Annual Dues - FY 7/1/2018-6/30/2018						
	18-19 05/18/18 MT Magistrates Association Due	200.00*			1000 410360	330	101000
		*** Claim from another period (5/18) ****					
14450	107 HACH CO.	355.27					
	10981476 05/30/18 CHLORINE REAGENT SET	355.27*			5210 430540	220	101000
		*** Claim from another period (5/18) ****					
14451	103 INDUSTRIAL SYSTEMS, INC.	88.10					
	Chart recorder pens						
	38251 05/30/18 Chart Recorder Pens - Purple	88.10*			5210 430540	220	101000

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*** Claim from another period (5/18) ****							
14452	1169 Moore Medical LLC	327.76					
	99905891 05/23/18 Mini O2 regulator (2)	48.00			1000 420730	220	101000
	99905891 05/23/18 Body strap system (3)	87.00			1000 420730	220	101000
	99905891 05/23/18 Head immobilizer (5)	27.50			1000 420730	220	101000
	99905891 05/23/18 SWAT-T Tourniquet (10)	145.00			1000 420730	220	101000
	99905891 05/23/18 TRUEmetrix meter	19.55			1000 420730	220	101000
	99905891 05/23/18 Fuel surcharge	0.71			1000 420730	220	101000
*** Claim from another period (5/18) ****							
14453	E 8 RAVALLI ELECTRIC CO-OP	120.48					
Airport & Airport Well Utilities							
	May 18 05/31/18 Airport Utilities - Lights Ele	49.28*			5610 430300	340	101000
	May 18 05/31/18 Airport Utilities - Water Pump	71.20*			5610 430300	340	101000
*** Claim from another period (5/18) ****							
14454	1550 Raymond Smith	233.03					
Reimbursement for travel/meals Billings Institute							
	Billings 05/11/18 Billings travel/meals	233.03*			1000 410211	370	101000
*** Claim from another period (5/18) ****							
14455	1026 RTC CONSTRUCTION, LLC	2,476.00					
Power wash pool house and pump house. Rebuilt window sill on west front window. Rebuilt small door on pump house.							
	05/30/18 Repaint pool/pump house	2,476.00			4000 460450	930	101000
*** Claim from another period (5/18) ****							
14456	348 Snow Mountain Electric	667.84					
	2857 05/14/18 Pool pump upgrades	667.84			4000 460450	930	101000
14458	1146 Spillman Technologies, Inc.	375.00					
Nova Software - Monthly Subscription 6/1-6/30/18							
	38142 06/01/18 June Nova Subscription	75.00			1000 411100	352	101000
	38142 06/01/18 June Nova SW Subscription	300.00			1000 420100	330	101000
*** Claim from another period (5/18) ****							
14459	53 SUPER 1 FOODS	55.92					
	07-1084900 05/19/18 paper towels for chem sc	9.76*			5210 430510	220	101000
	04-881517 05/21/18 Municipal Summit snacks	11.95*			1000 410200	210	101000
	04-881517 05/21/18 Municipal Summit snacks	11.95*			1000 410211	220	101000
	04-882033 05/22/18 water for chem scan	22.26*			5210 430510	220	101000
*** Claim from another period (5/18) ****							
14460	29 STEVENSVILLE NAPA AUTO PARTS	89.99					
	455263 05/25/18 tape for E2040	6.16			1000 420730	220	101000
	451689 05/04/18 1/4-20x1.5 tap	4.71			5310 430610	212	101000
	454572 05/21/18 hydraulic filter	54.85			5310 430640	230	101000
	452775 05/10/18 pliers/o-rings for lift statio	16.63*			5310 430630	230	101000
	453421 05/14/18 gasket mat'l for pool	7.64			1000 460450	230	101000

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*** Claim from another period (5/18) ****							
14461	77 THATCHER COMPANY OF MONTANA	1,038.36					
	347210 05/25/18 T-Chlor (4) 55G Drums	778.36*			5210 430540	220	101000
	347210 05/25/18 Net container deposit/freight	260.00*			5210 430540	220	101000
*** Claim from another period (5/18) ****							
14462	23 VALLEY DRUG AND VARIETY	55.43					
	195420 05/07/18 sewer plant postage	17.93			5310 430610	311	101000
	197679 05/16/18 cardstock for pool passes	4.00			1000 460450	220	101000
	198828 05/21/18 EMS training fliers	8.90*			1000 420730	320	101000
	200350 05/29/18 pool schedule fliers	24.60			1000 460450	340	101000
*** Claim from another period (5/18) ****							
14463	557 MOUNTAIN WEST CO-OP	542.01					
	May 18 05/31/18 Fuel for PW vehicles/equip	86.86			1000 430200	231	101000
	May 18 05/31/18 Fuel for PW vehicles/equip	155.86			5210 430510	231	101000
	May 18 05/31/18 Fuel for PW vehicles/equip	155.87			5310 430610	231	101000
	May 18 05/31/18 Mower fuel	28.96			1000 430900	231	101000
	May 18 05/31/18 Mower fuel	28.95			1000 460430	231	101000
	May 18 05/31/18 Weed spray	13.54*			1000 460430	220	101000
	May 18 05/31/18 Weed spray	13.55			5210 430530	220	101000
	May 18 05/31/18 Weed spray	13.54*			5310 430610	220	101000
	May 18 05/31/18 E2040 fuel	44.88*			1000 420730	231	101000
*** Claim from another period (5/18) ****							
14464	16 MONTANA ENVIRONMENTAL LAB LLC	886.80					
	May 2018 05/31/18 Water testing - May 2018	59.00*			5210 430540	350	101000
	May 2018 05/31/18 Sewer testing - May 2018	827.80			5310 430640	350	101000
14465	386 MONTANA RAIL LINK, INC.	100.00					
	U/G Potable Water Pipeline Xing - 7/15/2018-7/14/2019						
	July 18-19 06/01/18 U/G Potable Water Pipeline	100.00			5210 430550	340	101000
14466	1436 Maureen M. O'Connor	1,500.00					
	June 2018 06/01/18 June Monthly Comp	1,500.00			1000 410360	350	101000
*** Claim from another period (5/18) ****							
14467	1169 Moore Medical LLC	211.41					
	83537893 05/01/18 Nasal airway 26Fr (10)	78.30*			1000 420730	230	101000
	83537893 05/01/18 Nasal airway 22Fr (1)	7.83*			1000 420730	230	101000
	83537893 05/01/18 Nasal airway 32Fr (5)	39.15*			1000 420730	230	101000
	83537893 05/01/18 Nasal airway 32Fr (1)	7.83*			1000 420730	230	101000
	83537893 05/01/18 Nasal airway 28Fr (10)	78.30*			1000 420730	230	101000

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (4/18) ****							
14468	1169 Moore Medical LLC	402.49					
	83537474 04/30/18 Crews checkmate (3)	5.13*			1000 420730	230	101000
	83537474 04/30/18 Nasal airway 24Fr (10)	78.30*			1000 420730	230	101000
	83537474 04/30/18 Nasal airway 22Fr (9)	70.47*			1000 420730	230	101000
	83537474 04/30/18 Nasal airway 32Fr (5)	39.15*			1000 420730	230	101000
	83537474 04/30/18 Nasal airway 20Fr (10)	78.30*			1000 420730	230	101000
	83537474 04/30/18 Nasal airway 30Fr (9)	70.47*			1000 420730	230	101000
	83537474 04/30/18 Nitrile purple gloves Lg (1)	11.86*			1000 420730	230	101000
	83537474 04/30/18 Nitrile purple gloves Md (2)	23.72*			1000 420730	230	101000
	83537474 04/30/18 Instant cold pack (10)	7.40*			1000 420730	230	101000
	83537474 04/30/18 Penlight Diagnostic (1)	8.19*			1000 420730	230	101000
	83537474 04/30/18 Steth Sprag (1)	15.79*			1000 420730	230	101000
	83537474 04/30/18 fuel surcharge	0.71*			1000 420730	230	101000
*** Claim from another period (5/18) ****							
14469	1169 Moore Medical LLC	160.80					
	99881332 05/01/18 pulse ox 2100 (2)	149.98*			1000 420730	230	101000
	99881332 05/01/18 steth sprag (1)	10.82*			1000 420730	230	101000
*** Claim from another period (5/18) ****							
14470	34 STEVENSVILLE HARDWARE AND RENTAL	376.58					
	b188995 05/02/18 sewer plant batt/elec tape	13.98			5310 430640	212	101000
	may 05/31/18 shop supplies	16.25			1000 430100	220	101000
	may 05/31/18 shop supplies	16.25*			5210 430510	220	101000
	may 05/31/18 shop supplies	16.25*			5310 430610	220	101000
	may 05/31/18 park op supplies	80.65*			1000 460430	220	101000
	may 05/31/18 pool r&m supplies	49.14			1000 460450	230	101000
	may 05/31/18 park r&m supplies	17.94*			1000 460430	230	101000
	b189769 05/17/18 pool op supplies	52.78			1000 460450	220	101000
	may 05/31/18 TH flower/irrigation	101.85			1000 411201	230	101000
	a398921 05/03/18 parks/cemeteries	5.75*			1000 460430	220	101000
	a398921 05/03/18 parks/cemeteries	5.74			1000 430900	220	101000
*** Claim from another period (5/18) ****							
14471	E 1166 VISA	4,842.69					
	April 04/19/18 Helena meals	27.97			1000 410550	370	101000
	April 04/20/18 FO Adobe subscription	14.99			1000 410550	330	101000
	April 04/18/18 PD car wash	9.00*			1000 420100	232	101000
	April 04/24/18 Email renewal	95.58			1000 410550	330	101000
	April 04/24/18 Email renewal	71.69*			5610 430300	330	101000
	April 04/24/18 Email renewal	47.79			2394 420531	330	101000
	April 04/24/18 Email renewal	95.59*			1000 410211	350	101000
	April 04/24/18 Email renewal	59.74*			1000 410360	330	101000
	April 04/24/18 Email renewal	11.95*			1000 420410	330	101000
	April 04/24/18 Email renewal	23.90*			1000 410200	330	101000
	April 04/24/18 Email renewal	143.38			1000 420100	330	101000
	April 04/24/18 Email renewal	23.90			1000 460450	330	101000

06/07/18
10:16:06

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 6/18

Page: 6 of 7
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	April 04/24/18 Email renewal	59.74*			5210 430510	330	101000
	April 04/24/18 Email renewal	59.74*			5310 430610	330	101000
	April 04/26/18 Reflective tape for engines	716.00*			1000 420460	220	101000
	April 04/27/18 FD photo hangers	75.80*			1000 420410	210	101000
	April 04/27/18 Printer cartridge-H2O	21.50			5210 430510	210	101000
	April 04/27/18 Printer cartridge-Sewer	21.49			5310 430610	210	101000
	April 04/27/18 Court training lodging	304.53			1000 410360	370	101000
	April 04/27/18 Domain name renewal	15.17			1000 410550	330	101000
	April 04/27/18 Domain name renewal	119.02			1000 410550	330	101000
	April 04/27/18 Tree for Arbor Day	90.00*			1000 460430	220	101000
	April 04/28/18 FFI graduation food	89.40*			1000 420410	229	101000
	April 04/28/18 Recruitment lunch w/Audree	27.00			1000 410200	370	101000
	May 05/03/18 PD Homebase subscription	9.95			1000 420100	330	101000
	May 05/04/18 Billings fuel-Mayor	45.00			1000 410200	370	101000
	May 05/04/18 Court file folders	26.94			1000 410360	210	101000
	May 05/05/18 Red Cross trng video	135.59			1000 460450	220	101000
	May 05/07/18 Office organizer	32.00*			1000 410200	210	101000
	May 05/07/18 Court stamps	50.00*			1000 410360	311	101000
	May 05/07/18 H2O stamps	25.00			5210 430510	311	101000
	May 05/07/18 Sewer stamps	25.00			5310 430610	311	101000
	May 05/11/18 Billings meals-Mayor	42.34			1000 410200	370	101000
	May 05/11/18 Billings lodging-FO	155.06			1000 410550	370	101000
	May 05/11/18 Billings lodging-FO	96.91			5210 430510	370	101000
	May 05/11/18 Billings lodging-FO	96.91			5310 430610	370	101000
	May 05/11/18 Billings lodging-FO	38.77*			2394 420531	370	101000
	May 05/11/18 Billings lodging-R Smith	394.75*			1000 410211	370	101000
	May 05/11/18 Billings fuel-Mayor	55.10			1000 410200	370	101000
	May 05/11/18 Billings fuel-Mayor	42.22			1000 410200	370	101000
	May 05/11/18 Billings lodging-Mayor	785.47			1000 410200	370	101000
Mayor	will reimburse ToS \$336.63						
	May 05/13/18 Office shelving	54.99*			1000 410200	210	101000
	May 05/13/18 Bathroom paper towel	15.99			1000 411201	220	101000
	May 05/15/18 Court file folders	24.86			1000 410360	210	101000
	May 05/17/18 Clerk Adobe subscription	14.99			1000 410550	330	101000
	May 05/17/18 Taser training	435.00			2810 420100	380	101000
	May 05/20/18 Mayor Adobe subscription	14.99*			1000 410200	330	101000
	May 05/19/18 FO Adobe subscription	14.99			1000 410550	330	101000
	May 05/18/18 Court file folders refund	-15.00			1000 410360	210	101000
14472	285 BITTERROOT TREE SERVICE	1,124.00					
	481971 06/06/18 Tree Spraying - 50% Parks	562.00			1000 460430	350	101000
	481971 06/06/18 Tree Spraying - 50% Streets	562.00			1000 430200	350	101000

06/07/18
10:16:06

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 6/18

Page: 7 of 7
Report ID: AP100

* ... Over spent expenditure

Claim	Vendor #/Name/ Check Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
*** Claim from another period (5/18) ****							
14473	17 MONTANA SAWS	383.70					
	05/29/18 Sleeves (2)	2.50*			1000 460430	220	101000
	05/29/18 Sleeves (2)	2.50			1000 430900	220	101000
	04/12/18 Sharpen blades/oil/filters	149.05*			1000 460430	360	101000
	04/12/18 Sharpen blades/oil/filters	149.05*			1000 430900	360	101000
	04/05/18 oil/filter for gator	80.60			1000 420460	369	101000
*** Claim from another period (5/18) ****							
14474	1210 Knife River Corporation	32,393.39					
AIP 3-30-0044-013-2016 - Runway 12-30 Reconstruction - RFR #9							
Knife River Pay Application #7							
	#7 05/08/18 Runway 12-30 Reconsruction	32,393.39			5620 430300	950	101000
	# of Claims	37	Total:	53,144.78			
	Total Electronic Claims	5,802.02	Total Non-Electronic Claims	47342.76			

06/07/18
10:17:25

TOWN OF STEVENSVILLE
Cash Report
For the Accounting Period: 6/18

Page: 1 of 2
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 Cash - Operating	209,978.53	0.00	0.00	0.00	28,730.16	181,248.37
2250 PLANNING						
101000 Cash - Operating	252.35	0.00	0.00	0.00	72.85	179.50
2310 Tax Increment Finance District						
101000 Cash - Operating	146,295.83	0.00	0.00	0.00	48.56	146,247.27
2311 Targeted Economic Development District						
101000 Cash - Operating	5,915.58	0.00	0.00	0.00	0.00	5,915.58
2350 Local Government Study Commission						
101000 Cash - Operating	0.52	0.00	0.00	0.00	0.00	0.52
2390 Drug Fines-Forfeitures Account						
101000 Cash - Operating	2,988.45	0.00	0.00	0.00	0.00	2,988.45
101010 Cash - Investment / Savings Acco	0.53	0.00	0.00	0.00	0.00	0.53
Total Fund	2,988.98					2,988.98
2394 BUILDING CODE ENFORCEMENT						
101000 Cash - Operating	80,522.42	0.00	0.00	0.00	1,984.58	78,537.84
2410 Dayton Lighting #1 District 55						
101000 Cash - Operating	8,163.58	0.00	0.00	0.00	0.00	8,163.58
2420 Peterson Addn Lighting #2 District 80						
101000 Cash - Operating	2,848.50	0.00	0.00	0.00	0.00	2,848.50
2430 Geo Smith Lighting #3 District 76						
101000 Cash - Operating	8,792.78	0.00	0.00	0.00	0.00	8,792.78
2440 Creekside Lighting #4 District 77						
101000 Cash - Operating	3,196.38	0.00	0.00	0.00	0.00	3,196.38
2450 Twin Creeks Lighting #5 District						
101000 Cash - Operating	933.83	0.00	0.00	0.00	0.00	933.83
2810 POLICE TRAINING & PENSION						
101000 Cash - Operating	11,882.05	0.00	0.00	0.00	0.00	11,882.05
2820 GAS APPORTIONMENT TAX						
101000 Cash - Operating	91,947.31	0.00	0.00	0.00	0.00	91,947.31
2889 Heyer Foundation Grant						
101000 Cash - Operating	1,666.66	0.00	0.00	0.00	0.00	1,666.66
2916 COPS Grant						
101000 Cash - Operating	1,348.92	0.00	0.00	0.00	0.00	1,348.92
2940 Economic Development						
101000 Cash - Operating	44,398.53	0.00	0.00	0.00	150.59	44,247.94
2987 Jean Thomas Park Beautification Fund						
101000 Cash - Operating	75,000.00	0.00	0.00	0.00	0.00	75,000.00
4000 CAPITAL IMPROVEMENTS						
101000 Cash - Operating	87,990.26	0.00	0.00	0.00	0.00	87,990.26
4001 Sidewalk Improvements						
101010 Cash - Investment / Savings Acco	52,545.95	0.00	0.00	0.00	0.00	52,545.95
4002 Fire Engine Capital Improvement						
101000 Cash - Operating	-663.75	0.00	0.00	0.00	0.00	-663.75
102000 Cash - Restricted	24,258.00	0.00	0.00	0.00	0.00	24,258.00
Total Fund	23,594.25					23,594.25

TOWN OF STEVENSVILLE
Cash Report
For the Accounting Period: 6/18

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
5210 WATER						
101000 Cash - Operating	681,980.17	648.64	0.00	0.00	5,479.33	677,149.48
102000 Cash - Restricted	775.05	0.00	0.00	0.00	0.00	775.05
102110 Cash - Restricted for constructi	362,028.00	0.00	0.00	0.00	0.00	362,028.00
102220 Cash - Restricted for future yea	91,008.00	0.00	0.00	0.00	0.00	91,008.00
102240 Cash - Restricted for replacemen	169,000.00	0.00	0.00	0.00	0.00	169,000.00
Total Fund	1,304,791.22	648.64			5,479.33	1,299,960.53
5250 WATER BOND Principal & Interest						
101000 Cash - Operating	190,865.78	537.35	0.00	0.00	0.00	191,403.13
5310 SEWER						
101000 Cash - Operating	144,192.40	762.64	0.00	0.00	5,478.67	139,476.37
102000 Cash - Restricted	330,331.09	0.00	0.00	0.00	0.00	330,331.09
Total Fund	474,523.49	762.64			5,478.67	469,807.46
5350 SEWER BOND PRINCIPAL & INTEREST						
101000 Cash - Operating	103,950.05	583.20	0.00	0.00	0.00	104,533.25
5610 AIRPORT						
101000 Cash - Operating	86,072.94	0.00	0.00	0.00	363.30	85,709.64
101010 Cash - Investment / Savings Acco	92,151.85	0.00	0.00	0.00	0.00	92,151.85
101104 CD's - Airport - Farmers	16,873.39	0.00	0.00	0.00	0.00	16,873.39
Total Fund	195,098.18				363.30	194,734.88
5620 Airport Project						
101000 Cash - Operating	-77,601.49	29,449.00	0.00	0.00	0.00	-48,152.49
7120 FIREMEN'S DISABILITY						
101000 Cash - Operating	3.15	3,888.00	0.00	0.00	0.00	3,891.15
7910 PAYROLL FUND						
101000 Cash - Operating	10,649.26	0.00	42,012.64	21,856.39	0.00	30,805.51
7930 CLAIMS FUND						
101000 Cash - Operating	14,702.14	0.00	295.40	0.00	0.00	14,997.54
Totals	3,077,244.99	35,868.83	42,308.04	21,856.39	42,308.04	3,091,257.43

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

Finance Officer's Report to Council

TO: Stevensville Town Council
From: April VanTassel, Finance Officer
Re: Finance Officer's Report to Council
Date: June 11, 2018

1. Utility Billing

Utility Billing Aging Report			
Time Frame	Amount Owning as of 04/30/2018	Time Frame	Amount Owning as of 05/31/2018
Current	(\$7,833.16)	Current	(\$7,671.07)
30 Days Past Due	\$13,458.89	30 Days Past Due	\$13,236.37
60 Days Past Due	\$4,858.59	60 Days Past Due	\$4,227.00
90 Days Past Due	\$2,922.76	90 Days Past Due	\$1,852.87
120 Days Past Due	\$7,547.06	120 Days Past Due	\$6,034.54
Total Due	\$20,954.14	Total Due	\$17,679.71

2. May 2018 Credit Card Usage report

- 37 customers paid with a credit card using paygov.us:
 - 32 Utility Billing Customers paid their water/sewer bill online
 - 5 Customers paid for permits online

3. Stevensville City Court fines

May 2018 court fines and fees were received June 4, 2018 in the amount of \$2,305.00.

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT
June 11th, 2018**

MONTHLY REPORT:

May Coffee with a Cop had a guest speaker, Police Chaplin Everett Headley. Great attendance and involvement from our community members. June Coffee with a Cop will also have a guest speaker, Montana Highway Patrol Trooper Jeremiah Snider will be joining us to talk about the Montana HOPE Project. This month's event will be held on June 28, 2018 from 10-11:30 am.

Jenelle will be focusing over the next few months on putting together additional community events: monthly Coffee with a Cop's and a Neighborhood Watch Program.

POLICE DEPARTMENT STATISTICS:

PERSONNEL WORKLOAD	LAST MONTH	YEAR TO DATE	LAST FULL YEAR
PATROL			
Calls for service	71	277	438
Citations (Including Warning)	24	135	255
Arrests	7	29	72
INVESTIGATIONS			
Disorderly / Vandalism	0/1	4/5	15/17
Assaults / Sex Crimes	1/1	4/3	9/5
Burglary / Theft	2/3	8/8	10/32
Fraud	0	1	3
Drug Offenses	0	3	10
DUI	2	9	23
TRAFFIC			
Traffic Stops	16	101	234

SPD TRAFFIC ENFORCEMENT SUMMARY LAST FULL MONTH:

Speeding 4
 Careless 2
 Reckless 0
 Stop Sign Violation 3
 Insurance 2
 Driving While Suspended 1
 Center Line Violation (U-turn) 1

**TOWN OF STEVENSVILLE
PUBLIC WORKS ACTIVITY REPORT
June 11th, 2018**

UTILITIES REPORT

Water Production

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	19,745,000	13,636,000
<i>Gallons Metered</i>	9,677,190	4,070,500
<i>Gallons Not Metered (Loss)</i>	10,067,810	9,565,500

- ♣ Some water loss due to flushing hydrants and County/State using water
- ♣ Some meters did not read, also contributes to loss
- ♣ Monthly water reports sent to the State
- ♣ Water leak on Pine Street repaired again, bad fitting to blame
- ♣ All wells & dialer were not working on 4/7 due to lightning storm
- ♣ 8 meters repaired
- ♣ Water reservoir mowed

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	6,839,000	7,680,000

- ♣ Blower #1 leaking oil, installed new parts but still leaking oil. Joost Ind. is shipping new blower to us
- ♣ Blower #2 is also leaking oil, replacement in the works
- ♣ Weekly man hole checks - Jetting from 8.4 to 8.5
- ♣ Monthly sewer report sent to State and EPA
- ♣ Cleaned probes at lift station
- ♣ Pressing sludge

STREETS & TRANSPORTATION

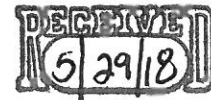
Removed sidewalk on 5th Street and property owner poured new concrete. The snow plow went in for repairs. Boulevard cleanup on E 3rd Street and Park Avenue in underway.

CEMETERY'S

Seasonal help worked to spray weeds in the cemetery's and accomplish mowing. We had a broken belt on a mower and it has been repaired. Extra seasonal help was brought in to get ready for Memorial Day.

PARK MAINTENANCE

Weed control was done in the parks and seasonal help accomplished mowing. Pool cleanup is complete and repairs to the pool and facility are being done. The pool should be ready to fill 6/8.



DEAR PARKBOARD, CITY COUNCIL, AND MAYOR;

ITS WITH A SAD HEART THAT I WRITE MY RESIGNATION.
DUE TO MY DAUGHTERS HEALTH ISSUES I WILL BE MOVING OUT OF
STATE.

IT WAS A PLEASURE TO WORK WITH YOU ALL. I HAVE ENJOYED
WORKING WITH EVERYONE IN BUILDING THE PARK AND
SKATEPARK. BEING A PART OF THIS COMMUNITY HAS TRULY BEEN
AND HONOR AND WE LOVE OUR HOME TOWN AND WILL MISS IT.

SINCERELY
SHERRI L HARRIS

AGENDA ITEM A

Unfinished X New Business

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Submission Date **06-06-18** Time: _____

Person Submitting the Agenda Item **Mayor** X Yes No

Council Member Submitting the Agenda Item Request? Name _____ Initial _____

2nd Council Member Submitting the Agenda Item Request? Name _____ Initial _____

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 06-11-2018

Agenda Topic: **Discussion/decision: Western Heritage Days Special Event Permit**

Backup Documents Attached X Yes No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration **06-11-2018**

Mayor Signature  Date 6-6-18

Requestor Contacted Date - - Time by Whom

If this request is disapproved, please list the date it will be placed before the council. Date - - If the request is not valid, please annotate the reason it is not a valid item for consideration.

TOWN OF STEVENSVILLE
APPLICATION FOR SPECIAL EVENT PERMIT

APPLICATION DATE: 4/17/18 (Must be at least 14 days prior to event)

NAME OF GROUP OR ORGANIZATION: STEVENSVILLE MAIN STREET ASSN.

CONTACT PERSON: LORRAINE ROACH TELEPHONE: 777-3773

ACTIVITY: WESTERN HERITAGE DAYS COMMUNITY FESTIVAL

LOCATION REQUESTING: DOWNTOWN STEVENSVILLE, 4th + CHARLES, CUT-OFF RD
VETERANS PARK BIKE PATH*

DATE: JUNE 22-24 STARTING TIME: 10am 6/22 ENDING TIME: Noon 6/24

ESTIMATED NUMBER OF PEOPLE ATTENDING: 900 PER DAY

ALCOHOL USE? YES NO If yes please attach Alcohol Use Request Form

HIGHWAY OR STREET CLOSURE? YES NO If yes, please attach MDOT
Street Closure Permit

REQUEST FOR BONFIRE? YES NO If yes, please attach Town Burn Permit

IS OVERNIGHT CAMPING REQUESTED? YES NO (WAGON MASTERS
WILL CAMP ON
CATHOLIC CHURCH
PROPERTY)

DO YOU HAVE INSURANCE? YES NO
If yes please attach declaration page as proof of insurance for \$1.5 million as pursuant to Montana
Statute M.C.A. 2-9-108.

WILL SECURITY BE REQUIRED? YES NO

IF YES, PLANS FOR SECURITY: DESIGNATED VOLUNTEERS, STEVE P.D. +
FIRE.

PLANS FOR CLEAN UP: DESIGNATED VOLUNTEERS, BUTTERROOT DISPOSAL,
MONTANA PARTY TIME.

FEE: \$ _____

**If the event involves less than 1,000 participants, this application will be forwarded to the Mayor for final approval. If the event involves more than 1,000 participants, this application will be considered at the first Town Council Meeting after its receipt. A representative must attend the council meeting. The contact person will be notified of the Council's decision the following day. **

TOWN OF STEVENSVILLE
DEPARTMENT REVIEW OF SPECIAL EVENT PERMIT

DEPARTMENT REVIEW: as applicable

POLICE: Approved Disapproved

Comments:

JB

Public Works: Streets/ Parks: Approved Disapproved

Comments:

etc.

*need to know of anything you need
ahead of time not last minute.*

Fire: Approved Disapproved

Comments:

Jeff Morley

Mayor: Approved Disapproved

Comments:

Baruch E. Day

TOWN OF STEVENSVILLE
ALCOHOL USE REQUEST FORM

Applicant Name LORRAINE ROACH Phone Number 777-3773

Group/Organization Name STEVENSVILLE MAIN STREET ASSN.

Describe Intended Alcohol Use (type, amount, commercial or private, etc.) _____

BEER GARDEN AT STEVENSVILLE HOTEL, 3RD + CHURCH
BLACKSMITH + WILLOWood BREWERIES WILL SUPPLY BEER,
BLURNT FORK MARKET + LOCAL CIDERY WILL SUPPLY CIDER/WINE.

Has an Application to Use/Sell Alcohol been approved by the Montana Department of Revenue? Yes _____ No. If yes, please provide a copy.

Describe the Plan to: 1. Contain the alcohol use to a restricted area. _____

RESTRICTED AREA FROM ALLEY ON EAST SIDE OF
MAIN - ON 3RD ST - TO CHURCH. MESH FENCE
WITH SECURITY, I.D.'S + WRIST BANDS FOR AGE 21+.

Describe the Plan to: 2. Prevent the sale or use of alcohol by minors. _____

BUYERS MUST SHOW ID. VOLUNTEERS WILL BE
TRAINED, MUST BE 21+ TO BUY WRIST BAND -
ONLY THOSE WITH BANDS CAN DRINK.

Describe the Plan to: 3. Provide for the safety and security of event attendants and other citizens. 3RD ST WILL BE CLOSED FROM MAIN TO

CHURCH. FOOD COURT WILL BE LOCATED BETWEEN
MAIN + ALLEY, POLICE WILL BE PRESENT, PLUS VOLUNTEER
SECURITY.

Approved [Signature] Date 05/08/18 Denied _____ Date _____

Required Deposit: _____



Special Event Permit Details

Western Heritage Days

June 22-24, 2018

MAJOR ACTIVITIES AND VENUES

Thursday, June 21 (afternoon):

- | | | |
|--|---|-----------------------------|
| 1. Chuck Wagon arrival and setup | 4 th & Charlos St. | Catholic Church property |
| 2. Delivery of tables and chairs to Stevensville Hotel | 3 rd & Church St. | Stevensville Hotel property |
| 3. Delivery of dumpsters and porta-potties | E. 3 rd alley, 4 th & Charlos | (Catholic Church property) |

Friday, June 22:

- | | | |
|--|--|--------------------------------------|
| 1. Chuck Wagon Camp: activities, judging, 10am-4pm | 4 th & Charlos St. | Catholic Church property |
| 2. Arts & Crafts Fair: set-up 2-4pm, Fair 4-8pm | W. 3 rd St from Main to Buck | Close W. 3 rd St. 1:00 pm |
| 3. Food Court: set-up 2-4pm, Food sales 4-10pm | E. 3 rd St from Main to alley* | Close E. 3 rd St. 1:00 pm |
| 4. Live Music: stage set-up 1pm, music 3-10pm | E. 3 rd St from alley to Church* | " " |
| 5. Beer Garden: set-up 2-4pm, Beer sales 4-10pm | Stevensville Hotel property* | " " |
| 6. Bouncy House: set-up 3pm, operating 4-8pm | E. 3 rd & Church Streets, on 3 rd St. north of Stevi Hotel | |
| 7. Chuck Wagon Social, Kids' Activities, 6-8pm | 4 th & Charlos St. | Catholic Church property |

**The Main Street Association requests wavier of open container ordinance in this enclosed area on E. 3rd from Church to Main for the hours of the beer garden. Security will be staffed with Stevensville Police Department and designated volunteers (as directed by Stevensville P.D.).*

NOTE: Street closures of E. 3rd from Main to Church, and W. 3rd from Main to Buck, continue through Saturday.

Saturday, June 23:

- Closure of E. 3rd Street from Main to Church continues all day/evening for Food Court and Beer Garden/Street Dance.
- Closure of W. 3rd Street from Main to Buck continues all day until 6pm for Arts & Crafts Fair.
- Fort Owen Wagon Ride Tour tickets (free), Friends of Fort Owen, and event information will be distributed at a booth located in Veterans Park next to the SMSA office (which will be open and staffed until 7pm Friday and all day Saturday).
- Arts & Crafts Fair open 10am-4pm (later if desired); Food Court open 11am-10pm, Beer Garden open 2-10pm, Live music/dancing 3-10pm.
- Chuck Wagon Camp at 4th & Charlos continues all day/evening (Catholic Church property).
- Parade: registration on W. Barbara 9:00-10:30am, line-up on W. Barbara-W. South Streets 9:30-10:30am.
- Parade**: close Main St from 2nd to South Ave from 10:30 am to Noon (see attached Parade Route map).
- Parade: close W. 2nd St. from Main to Mission, and Mission from 2nd to South Ave, from 11am to Noon.
- Wagon Rides: Main & Ravalli (Montana Bob's) to St. Mary's Mission/Chuck Wagon Camp to CENEX, and from CENEX to Mission/Chuck Wagon Camp to Montana Bob's, Noon to 3:30 pm (no closure).
- Wagon Rides: Stevensville Ranger District parking lot to Fort Owen State Park on bike path (see attached), Noon to 4:00pm.
- Fort Owen State Park entrance road will be closed to vehicle traffic 11:30am-4:30pm. Signs needed on Stevi Cut-Off Road indicating No Right/Left Turn into the State Park during those hours.
- Chuck Wagon Dinner: Chuck Wagon Camp, 12:30-1:30pm, 4th & Charlos (Catholic Church property).
- Salish Tribal Dancing, Educational Program, Kids' Activities: 1-3:30pm, St. Mary's Mission.

Sunday, June 24:

- Closure of E. 3rd Street from Main to Church for cleanup until Noon.

****Parade Closure: Saturday, June 23 - Parade Time is 11:00 am.** Personnel are needed to place street closure and traffic control by **10:30 am**, along with the following:

- Parade will line up on South Avenue from Smith to South and South to Main Street.
- Parade will proceed from South Avenue to 2nd and turn WEST to Mission Street, turning left and proceeding on Mission to return to South Ave.
- Fire Truck for traffic control and directions at Middle Burnt Fork and Main on the south end of town.
- Closure and traffic direction at 2nd and Main with Fire Truck blocking and directing parade participants WEST to Mission Street, then SOUTH to South Ave.
- Police car at 1st and Main Street to block traffic and direct East and West per map.

CONES AND SIGNS

- Cones, Detour, and Thru-Traffic signs will be reserved.
- No Left/Right Turn signs will be needed on the Stevi Cut-Off Road to prevent vehicular entry to Fort Owen entrance road from Noon until 4:30pm Saturday.
- FFA will do parade control on east and west sides of Main Street as well as place parade route signs, candles, and caution tape.
- Other traffic signage and blockades will be placed by a volunteer team assigned to that duty.

ADDITIONAL NOTES

- **SMSA requests help of Stevensville Police and Fire Departments** – meeting to be set for finalization.
- **SMSA will check with Stevensville Fire Department re: Chuck Wagon Cook-Off fires** at 4th & Charlos (Catholic Church property) and permit if needed (have not needed in previous years).
- **SMSA liability insurance and horse-drawn wagon vendor insurance** documentation will be provided to the Town, Stevensville Ranger District, Montana State Parks, Catholic Church, and MDT.
- **SMSA will have two golf carts** available for use by staff and lead volunteers at the Parade and at Veterans Park/USFS for the Fort Owen wagon tours.

Friends of Fort Owen
Interpretive Event at Heritage Days 2018.
Saturday June 23, 2018.
Draft Proposed Event Plan

Friends of Fort Owen Heritage Days Committee:

Desera Towle: 777-3333
Margaret Gorski: 406-552-2072
Ruth Baker: 406-777-3201
Loren Flynn, Montana State Parks: 406-273-4253

Heritage Days Committee Members:

Kent Conner: 961-3602; Pioneer Carriage Wagons

Proposal:

Friends of Fort Owen, in Partnership with Montana State Parks and Stevensville Main Street Association propose to conduct **FREE** guided wagon tours to Fort Owen State Park in the afternoon of June 23rd during the Heritage Days event in Stevensville.

Wagons are proposed to be staged in the front parking lot of the Ranger Station where riders will load onto the wagons. The Wagons will then travel down the multi-use trail to the State Park. The tours will be FREE, but require a timed ticket for a seat in the wagon. Riders will receive a talk on the wagon as they ride out to the park.

Once at the park, State Park Employees will conduct a 30 minute guided tour of the park. Riders will load back onto the wagons and ride back to the Ranger Station where they will disembark.

Start Point: Veteran's Park and the Ranger Station

We will have a sign-in tent/table set up at Veteran's Park beginning in the morning. We will encourage folks to sign up for one of the (3-5) timed tours. People will be told to park in town and walk over to load on the wagons.

Impact to the Ranger Station

This will require the front parking lot of the Ranger Station be temporarily restricted from 12:00-6:00 pm on June 23rd. A turn around area for the wagons will need to be identified.

Guided Wagon Tours of Fort Owen: 12:00-6:00 pm (est of 3-5 tours during that time frame.)

These will need to be timed. If we can get two wagons going where they pass each other at the entrance so we don't have to have them on the highway, we will be able to have more than 3 tours:

12:00-12:30 First Wagon Ride and Tour
12:30-1:00: Park Tour
1:00-1:30 Ride Back

2:00-2:30 Second Wagon Ride and Tour
2:30-3:00 Second Park Tour
3:00-3:30 Second Ride Back

4:00-4:30 Third Wagon Ride and Tour
4:30-5:00 Third Tour
5:30-6:00 Third Ride Back

At Fort Owen State Park:

Loren and possibly Vernon will provide a guided tour of grounds. The cabin will be used as backup for bad weather. There will also be at least one activity station on site for the kids to do something and to provide something to do while waiting to get back to the wagon. The wagon will leave at a designated time. The ride back will last 20 minutes.

Ride Back:

Logistics need to be worked out to determine when the wagons can pass each other at the entrance to the park so that the wagons don't have to ride on the highway. If we can get them passing at the entrance that will allow us to have more tours.

Volunteer Staffing:

At the Ranger Station:

We will have a minimum of two volunteers per wagon (besides the wagon master). One to help with loading and the other will be the tour guide on the wagon. The one who helps load the wagons will stay at the station to help direct traffic.

Insurance

Kent Conner of Pioneer Carriage has insurance. He will co-insure the Forest Service, Fort Owen Ranch; Montana State Parks, and Main Street Association.

Other Permits:

The trail is maintained and managed by the City of Stevensville. We will be umbrella under the permit held by Stevensville Main Street Association issued by the City of Stevensville.

Montana State Parks has indicated we do not need a permit from Montana State Parks since they will be providing the tour guides on site.

Sanitation

We have requested a vault toilet be placed in Veterans Park. If no vault is placed there, the toilet in Main Street will be available.

Safety

Volunteers will all have cell phones and know who to call in the event of an emergency.
Water will be provided on the wagon.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/09/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PayneWest Insurance, Inc. - Stevensville 316 Main Street Stevensville MT 59870		CONTACT NAME _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
		INSURER A: Scottsdale Insurance Company 41297	
		INSURER B: _____	
		INSURER C: _____	
		INSURER D: _____	
		INSURER E: _____	
		INSURER F: _____	

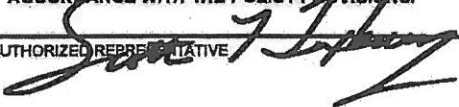
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		CPS2731095	07/08/2017	07/08/2018	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						MED EXP (Any one person) \$ 5,000
	AUTOMOBILE LIABILITY						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> ANY OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						GENERAL AGGREGATE \$ 2,000,000
	UMBRELLA LIAB						PRODUCTS - COMP/OP AGG \$ EXCLUDED
	<input type="checkbox"/> EXCESS LIAB						\$
	<input type="checkbox"/> OCCUR						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> CLAIMS-MADE						BODILY INJURY (Per person) \$
	DED <input type="checkbox"/> RETENTION \$						BODILY INJURY (Per accident) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PROPERTY DAMAGE (Per accident) \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS ADDITIONAL INSURED WITH THE RESPECT TO THE OPERATIONS OF THE INSURED PER FORM CG2010

CERTIFICATE HOLDER TOWN OF STEVENSVILLE PO BOX 30 Stevensville MT 59870	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Montana Department of Transportation
Special Use Permit for State Maintained Highways

NAME OF APPLICANT TOWN OF STEVENSVILLE

Address 206 BUCK STREET

City STEVENSVILLE State MT Zip Code 59870

Email james@townofstevensville.com Phone Number 777-5271

Time of Event 9:00 AM Date of Event JUNE 23, 2018 Duration 8 HRS

APPLICATION FOR PERMISSION TO:

SPEED REDUCTIONS JUNE 23, 9:00 AM - 5:00 PM.
PARADE CLOSURE OF S.H. 269 JUNE 23, 10:30 AM - 12:00 PM.
SEE ATTACHED MAP AND DESCRIPTION FOR DETAILS.

(Provide sufficient information to insure a thorough understanding of your proposal. This will include a traffic control plan and sketch detailing the vent layout.)

Applicant will complete this form and submit it, along with detailed sketches, to the Area Maintenance Chief.

Applicant will review the terms and conditions on the reverse side of this permit. In signing and submitting this permit, the applicant agrees to accept and abide by those terms and conditions in their entirety.

The undersigned "Permittee" agrees to the terms and conditions of this permit.

Department of Transportation

STEVENSVILLE
 City, Town or County

Stacy Barth 5/9/18
 Signature Date

 Title

 Signature Date

Stevensville Western Heritage Days Traffic Control

Western Heritage Days Community Festival

June 22-23, 2018

The following traffic control measures and parade closure are requested during Western Heritage Days in Stevensville. Please see attached map for routes and details.

For more information, contact Stevensville Police Chief James Marble, 406-777-5271.

Secondary 269 North of Stevensville

This year we are requesting a speed reduction on Secondary 269 north of Stevensville due to higher than normal pedestrian travel on the Stevensville Bike Path and the congestion that will be caused at the junction of Secondary 269 and 203.

We request a speed reduction from 55 mph to 35 mph on Secondary 269 east of US Hwy 93 at the start of the 55 mph zone eastbound, then to 25 mph at the 45 mph zone eastbound. We request a reduction in speed from 35 mph to 25 mph at the 35 mph zone eastbound as well. In the westbound lane of Secondary 269 north of Stevensville, we request a speed reduction at the 35 and 45 mph zones to 25 mph. We additionally request a reduced speed at the 55 mph zone westbound from Stevensville to 35 mph.

The speed reductions are requested from 9:00 am to 5:00 pm on Saturday, June 23, 2018.

Secondary 269 in Stevensville (Main Street)

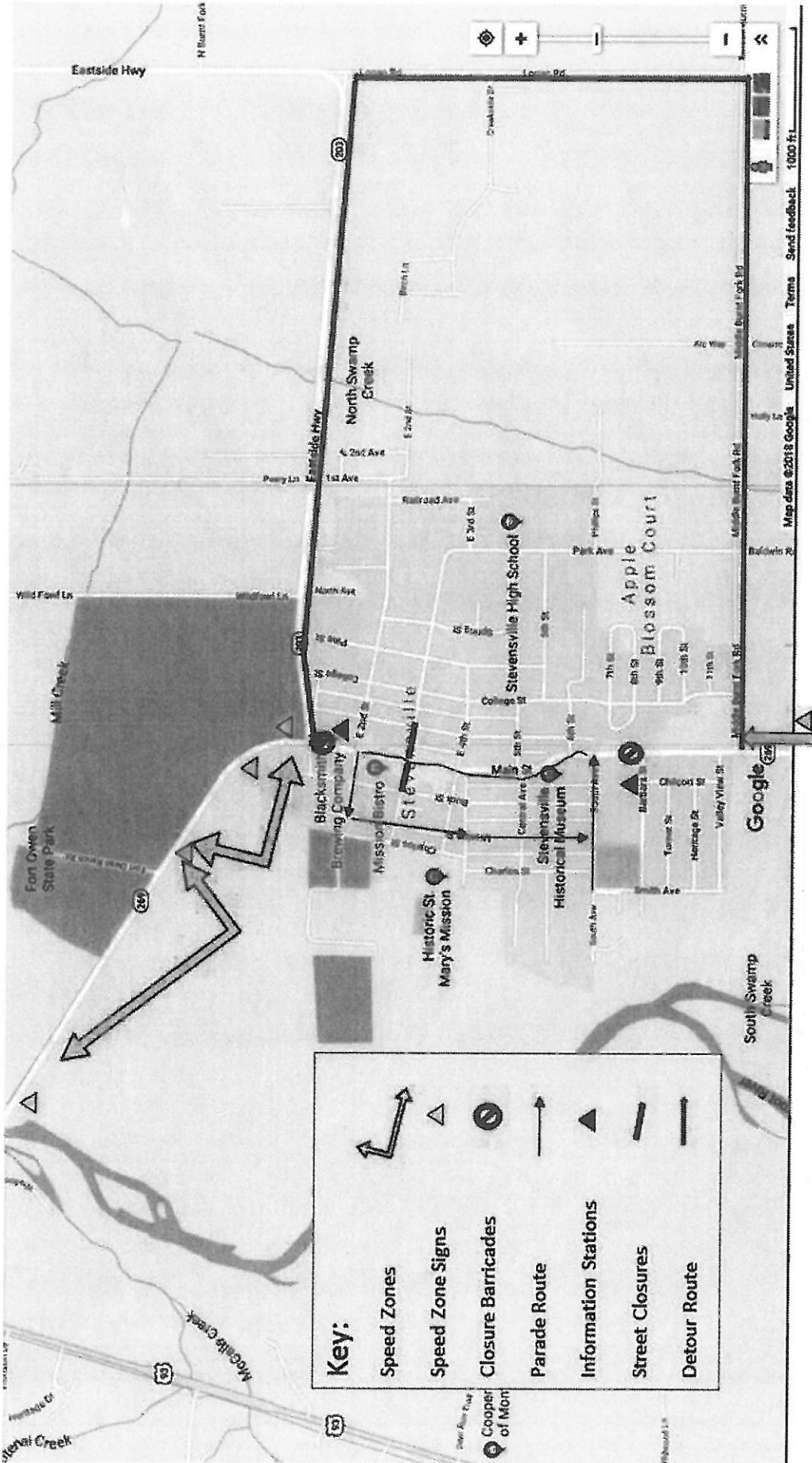
We request a parade closure of Secondary 269 north and southbound lanes from the junction of Secondary 203 to the intersection of Secondary 269 and Barbara Street.

Highway traffic northbound on Secondary 269 south of Stevensville will be detoured at Middle Burnt Fork Road eastbound to Logan Road, then directed by arrow northbound on Logan Road to the intersection of Secondary 203 and Logan Road. The detoured traffic will then be directed by arrow west on Secondary 203 to the junction of Secondary 269 and 203.

Southbound traffic on Secondary 269 north of Stevensville will be detoured at the junction of Secondary 269 and 203. The southbound traffic will be directed by arrow eastbound on Secondary 203 to the intersection of Secondary 203 and Logan Road, then directed southbound by arrow on Logan Road. The southbound detoured traffic on Logan Road will then be directed westbound by arrow on Middle Burnt Fork Road to the intersection of Middle Burnt Fork Road and Secondary 269. The detoured traffic will then be directed by arrow south on Secondary 269 out of Stevensville.

The requested parade closure will be 10:30 am to 12:00 pm (Noon). Local traffic will be allowed to enter Stevensville on Secondary 269 on the south end of Stevensville at Middle Burnt Fork Road. Local traffic will also be allowed to enter Stevensville on Secondary 269 at the north end at Buck Street. The Stevensville Police Department and the Stevensville Fire Department will be handling road closures during the parade.

Stevensville WHD Traffic Control Routes, June 22-23, 2018





SCOTTSDALE INSURANCE COMPANY®
COMMERCIAL GENERAL LIABILITY COVERAGE PART
SUPPLEMENTAL DECLARATIONS

Policy No. CPS2731095 Effective Date 07/08/2017
 12:01 A.M., Standard Time

Named Insured STEVENSVILLE MAIN STREET ASSOC. Agent No. 25002

Item 1. Limits of Insurance	
Coverage	Limit of Liability
Aggregate Limits of Liability	Products/ Completed Operations Aggregate \$ <u>EXCLUDED</u> General Aggregate (other than Products/ Completed Operations) \$ <u>2,000,000</u>
Coverage A - Bodily Injury and Property Damage Liability	any one occurrence subject to the Products/ Completed Operations and General Aggregate Limits of Liability \$ <u>1,000,000</u> any one premises subject to the Coverage A occurrence and the General Aggregate Limits of Liability
Damage to Premises Rented to You Limit	\$ <u>100,000</u>
Coverage B - Personal and Advertising Injury Liability	any one person or organization subject to the General Aggregate Limits of Liability \$ <u>1,000,000</u>
Coverage C - Medical Payments	any one person subject to the Coverage A occurrence and the General Aggregate Limits \$ <u>5,000</u>
Item 2. Description of Business	
Form of Business: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Trust <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Organization including a corporation (other than Partnership, Joint Venture or Limited Liability Company)	
Location of All Premises You Own, Rent or Occupy: See Schedule of Locations	
Item 3. Forms and Endorsements	
Form(s) and Endorsement(s) made a part of this policy at time of issue: See Schedule of Forms and Endorsements	
Item 4. Premiums	
Coverage Part Premium:	\$ 846
Other Premium: LIQUOR LIABILITY	\$ 500
Total Premium:	\$ 1,346

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.



**COMMERCIAL GENERAL LIABILITY COVERAGE PART
EXTENSION OF SUPPLEMENTAL DECLARATIONS**

Policy No. CPS2731095 Effective Date: 07/08/2017

12:01 A.M., Standard Time

Named Insured STEVENSVILLE MAIN STREET ASSOC. Agent No. 25002

Prem. No. 1	Bldg. No. 1	Class Code 48557	Exposure 75	Basis EACH	
Class Description: SOCIAL GATHERINGS AND MEETINGS - ON PREMISES NOT OWNED OR OPERATED BY THE INSURED (FOR-PROFIT) (PRODUCTS-COMPLETED OPERATIONS ARE SUBJECT TO THE GENERAL AGGREGATE LIMIT)				Premises/ Operations	
				Rate	Premium
				.21	100
				Products/ Comp Operations	
				Rate	Premium
				EXCL	EXCL
Prem. No. 1	Bldg. No. 1	Class Code 41668	Exposure 1200	Basis AREA	
Class Description: CLUBS - CIVIC, SERVICE OR SOCIAL - HAVING BUILDINGS OR PREMISES OWNED OR LEASED (NOT-FOR-PROFIT) (PRODUCTS-COMPLETED OPERATIONS ARE SUBJECT TO THE GENERAL AGGREGATE LIMIT)				Premises/ Operations	
				Rate	Premium
				266.95	320
				Products/ Comp Operations	
				Rate	Premium
				EXCL	EXCL
Prem. No. 1	Bldg. No. 1	Class Code 40059	Exposure 50	Basis EACH	
Class Description: GOLF TOURNAMENT				Premises/ Operations	
				Rate	Premium
				.21	100
				Products/ Comp Operations	
				Rate	Premium
				EXCL	EXCL
Prem. No. 1	Bldg. No. 1	Class Code 46590	Exposure 1	Basis EACH	
Class Description: WESTERN HERITAGE				Premises/ Operations	
				Rate	Premium
				.21	100
				Products/ Comp Operations	
				Rate	Premium
				EXCL	EXCL



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/17/2018

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PRODUCER PayneWest Insurance, Inc. - Stevensville 316 Main Street Stevensville MT 59870		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE: NAIC # INSURER A: Scottsdale Insurance Company 41297 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Stevensville Main Street Assoc PO Box 18 Stevensville MT 59870			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

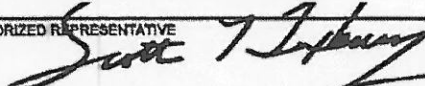
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	CPS2731095	07/08/2017	07/08/2018	EACH OCCURRENCE \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ EXCLUDED \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

WAIVER OF SUBROGATION APPLIES IN FAVOR OF THE CERTIFICATE HOLDER PER FORM CG2010

CERTIFICATE HOLDER**CANCELLATION**

ST. MARY'S PARISH AND DIOCESE OF HELENA 333 CHARLO ST Stevensville MT 59870	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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STEVENSVILLE FIRE DEPARTMENT
 Headquarters: 206 Buck Street, Stevensville MT 59870
 EMERGENCY: 911
 Non- Emergency: 777-5271 x106

Bonfire Permit Application

All permits are issued as required by the Stevensville Municipal Code. This permit is not transferable. This permit may be revoked for any violation of Town or State codes, false statements, or misrepresentation as to a material fact in the application or plans on which the permit or approval was based. Fee for failure to obtain a permit as required under the Municipal Code is not more than \$500 or imprisonment up to 6 months, or both fine and imprisonment, as described in Municipal Code Section 1-08.

Address of Site: 4th STREET + CHARLOS (VACANT LOT OWNED BY
Number Street Name Zip Code
CATHOLIC CHURCH)

Permit Date: JUNE 21-23, 2018
Permit only good for dates listed

Property Owner Name: ST. MARY'S MISSION PARISH, DIOCESE OF HELENA
First M.I. Last

Property Owner Address: 333 CHARLOS ST, STEVENSVILLE MT 59870
(If different than site address) Number Street Name City State Zip Code

Property Owner Telephone Number: 777-5257
Area Code and Number

Renter/Occupant Name & Phone: N/A
(if applicable) First M.I. Last Phone Number

Reason for Bonfire & Materials to be Burned: CHUCK WAGON CAMP - COOKING FIRES

Fire Control Measures: WOOD STORED AWAY FROM FIRE PITS, FOR DUTCH OVENS
WATER AVAILABLE

By signing this permit application, I agree to comply with all applicable provisions of the Town of Stevensville Municipal Code and any additional special restrictions deemed necessary to insure public health and safety. I also acknowledge that I have been given the opportunity to receive a copy of Chapter 16, Article III, Division 2: Explosives and Flammable Material, and that although certain portions the code are included on the back of this form, they are included for my quick reference only and do not constitute the entire Municipal Code.

Thomas H. Roach
 (Applicant Signature)

5/1/18
 (Date)

[Signature]
 (Fire Department Official)

5/1/18
 (Date)

By signing this permit application, I am allowing a bonfire to be started and maintained on my property in accordance to Section 16-81 of the Town of Stevensville Municipal Code.

[Signature]
 (Property Owner Signature)
 Parish Finance Council

5/1/2018
 (Date)

FOR OFFICE USE ONLY

Permit # _____ Permit Fee: \$ _____ Paid By: Cash Check # _____

Received By: _____

Comments: _____

Special Permit: 2970

Fee: \$20.00

STATE OF MONTANA
LIQUOR CONTROL DIVISION

SPECIAL PERMIT
FOR THE PERIOD BELOW

THIS IS TO CERTIFY that Stevensville Main Street Association of Stevensville, Montana is hereby granted a special permit to sell Beer and Table Wine to the patrons of the WESTERN HERITAGE DAYS at STEVENSVILLE HOTEL , the location described on the application.

This permit starts on June 22, 2018 and ends June 23, 2018. All permit holders are required to follow the laws and rules of the Montana Alcoholic Beverage Code (MABC) regarding the sale of Beer and Table Wine.

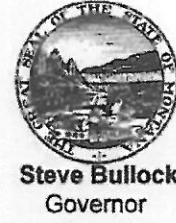
DATED at Helena, Montana this 8th day of May, 2018.

DEPARTMENT OF REVENUE
LIQUOR CONTROL DIVISION

Please Note: *Legal hours for sale of Beer and Table Wine are between 8:00 a.m. and 2:00 a.m. except when further restricted by city ordinance.*



Montana Department of Revenue



STEVENSVILLE MAIN STREET ASSOCIATION
PO BOX 18
STEVENSVILLE MT 59870-0018

Letter Date: May 8, 2018

Letter ID: L1871166848
Account ID: 4045551-008-SPP
Account Type: Liquor Special Permit License

License Type: Special Permit
License Number: 2970
Subject: Special Permit for LORRAINE ROACH

Dear LORRAINE ROACH:

We have approved your request for a special permit to sell Beer and Table Wine for the WESTERN HERITAGE DAYS, at STEVENSVILLE HOTEL . Your permit will begin on June 22, 2018 and end on June 23, 2018. Please display the enclosed permit and an age placard at the event.

I will be happy to assist you if you have any questions. Please contact me at the address or phone number below.

Sincerely,

Jamie Williams
Compliance Specialist
Liquor Licensing
PO Box 1712
Helena, MT 59624-1712
Phone: (406) 444-0712

Encl: Special Permit



Special Permit Application to Sell Beer and Table Wine

A copy of your IRS tax-exempt certificate must be attached or on file with the department.

Please send your complete application and the appropriate fee to us at least **three (3) days** before your event.

Section 1 – General Information

Note: If the applicant is an individual, list the individual's name below. If the applicant is a partnership, limited liability partnership (LLP), corporation, or limited liability company (LLC) list the business' name below.

Name of Applicant(s) Stevensville Main Street Assoc FEIN/SSN _____

Contact Person LORRAINE ROACH

Telephone 406-777-3713 Fax _____

Location of Principal Place of Business 102B Main St Stevensville MT 59870
(Street Address, City, State and Zip Code)

Name of Event Western Heritage Days

Location of Event 107 E Third St Stevensville MT 59870
Stevensville Hotel (Street Address, City, State and Zip Code)

Date(s) for which Special Permit is Requested 6/22/18 - 6/23/18

Note: A special event may only last for a maximum of three days except that each permit holder may have one special event per year that lasts up to seven days for a fair if it is a county, state or regional fair that occurs no more than once per year, is held on a publicly-owned fairgrounds, and is officially sanctioned by a government entity.

Section 2 – Type of Organization and Fees

Type of Organization 501(c)(3)

- \$10 per day – 501(c) (3) Organization (limit 3 per year)
- \$10 per day – 501(c) (3) Intercollegiate athletic fund-raising organization (limit 12 per year)
- \$10 per day – 501(c) (4) Civic League or Organization (limit 12 per year)
- \$10 per day – 501(c) (6) Chamber of Commerce or business league (limit 12 per year) *
- \$10 per day – Accredited Montana post secondary school (limit 3 per year)
- \$10 per day – Organization operated to raise funds for a needy person (limit 3 per year)
- \$10 per day – Veterans or fraternal organizations that hold a liquor license (limit 3 per year)
- \$1,000 per season – Professional Sports Organization (seasonal)
- \$1,000 per season – Junior Hockey Team (seasonal)

* Chamber of Commerce or business league need to provide proof of liquor liability insurance.

Total Amount Enclosed \$ 2000

Name of Applicant(s) Stevensville MAsa ST

Section 3 – Local Law Enforcement

Please have your local law enforcement official complete this section prior to sending in your application.

I, James Marble, hereby Approve Disapprove of the premises where the event is to be held.

[Signature] Chief of Police 05/03/18
Signature Title Date

Section 4 – Declaration and Affidavit

We understand beer and table wine can only be sold and consumed within the enclosure where the event is held and only on the above date(s). We state that the location of the event is not within 600 feet and on the same street as a school or church. A special permit is subject to the provisions of 16-3-306, MCA, unless the entities in 16-3-306, MCA provide the department with advanced written approval.

We will follow all the laws, rules and ordinances relating to the sale of beer and table wine. We understand that a violation of any law or rule relating to the sale of beer or table wine will be reason to revoke the permit. Any authorized employee of the department, its representative or any peace officer will have the right to examine the location of the event at any time.

This application needs to be signed by all individuals, partners or members. In the case of a corporate applicant, it may be signed by one shareholder or officer with authority to sign.

I/We declare under penalty of false swearing that the information provided on this application and its attachments are true, correct and complete.

<u>[Signature]</u>	<u>5/1/18</u>	<u>Deborah S. Severson</u>	<u>TREAS</u>
Signature	Date	Printed Name	Title
<u>[Signature]</u>	<u>5/1/18</u>	<u>Lorraine Beach</u>	<u>Executive Director</u>
Signature	Date	Printed Name	Title

After completing the form, please upload it in TAP as an attachment to your application.

Questions? Please call us at 406-444-6900.

AGENDA ITEM B

Unfinished X New Business

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Submission Date **06-06-18** Time: _____

Person Submitting the Agenda Item Mayor Yes No

Council Member Submitting the Agenda Item Request? Name _____ Initial _____

2nd Council Member Submitting the Agenda Item Request? Name _____ Initial _____

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 06-11-2018

Agenda Topic: Discussion/decision – Resolution No. 425, A Resolution Declaring Certain Town Property as Surplus and Authorizing its Disposal

Backup Documents Attached Yes No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration **06-11-2018**

Mayor Signature Baruch E. Day Date 6-6-18

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___ If the request is not valid, please annotate the reason it is not a valid item for consideration.

RESOLUTION NO. 425

A RESOLUTION OF THE STEVENSVILLE TOWN COUNCIL DECLARING CERTAIN TOWN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSAL

WHEREAS, the following items of Town owned property have served their useful life for the Town of Stevensville purposes and needs and are no longer being used or operated by the Town; and,

WHEREAS, the Town does not anticipate using or operating said property at any time in the future; and,

WHEREAS, Montana Code Annotated 7-8-4201 authorizes the Town Council to sell, dispose of, donate, or lease any property belonging to the Town; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE, MONTANA, that the following property is approved for sale, lease, transfer or disposal:

Fire Department Hydraulic Extrication Tools including hydraulic pumps and hoses, ram, shears and spreaders.

AND BE IT FURTHER RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE, MONTANA, that if any property is sold to other than a county or political subdivision, bids will be taken pursuant to 7-5-4307 MCA;

AND BE IT FURTHER RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE, MONTANA, that if any property is sold or transferred to a county or political subdivision, the sale or transfer shall be subject to provisions of Section 7-8-101 MCA.

PASSED AND ADOPTED by the Town Council of the Town of Stevensville, Montana, this _____ day of _____, 2018.

Approved:

Attest:

Brandon E. Dewey, Mayor

Denise Philley, Deputy Clerk

AGENDA ITEM C

Unfinished X New Business

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Submission Date **06-06-18** Time: _____

Person Submitting the Agenda Item **Mayor** X Yes ___ No

Council Member Submitting the Agenda Item Request? Name _____ Initial _____

2nd Council Member Submitting the Agenda Item Request? Name _____ Initial _____

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 06-11-2018

Agenda Topic: **Discussion/decision – Resolution No. 426, A Resolution Declaring Intent to Transfer Surplus Property**

Backup Documents Attached X Yes ___ No

If no, why not? _____

Approved/Disapproved, If Approved, Meeting Date for Consideration **06-11-2018**

Mayor Signature Baruch E. Day Date 6-6-18

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___ If the request is not valid, please annotate the reason it is not a valid item for consideration.

RESOLUTION NO. 426

A RESOLUTION OF THE STEVENSVILLE TOWN COUNCIL DECLARING INTENT TO TRANSFER SURPLUS PROPERTY

WHEREAS, the Town has declared certain items surplus property by Town of Stevensville Resolution 425; and,

WHEREAS, that if any property is sold or transferred to a county or political subdivision, the sale or transfer shall be subject to provisions of Section 7-8-101 MCA; and,

WHEREAS, the Gold Creek Rural Fire Department has expressed the desire to acquire the Towns surplus property as described herein; and,

WHEREAS, the Town of Stevensville has determined it is appropriate to transfer the property to the Gold Creek Rural Fire Department without charge, due to the lack of residual value the equipment holds.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE, MONTANA, intends to transfer the following property to the Gold Creek Rural Fire Department:

Fire Department Hydraulic Extrication Tools including hydraulic pumps and hoses, ram, shears and spreaders.

AND BE IT FURTHER RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF STEVENSVILLE, MONTANA, that notice of the intent will be published pursuant to the requirements of section 7-1-4127 MCA.

PASSED AND ADOPTED by the Town Council of the Town of Stevensville, Montana, this _____ day of _____, 2018.

Approved:

Attest:

Brandon E. Dewey, Mayor

Denise Philley, Deputy Clerk

AGENDA ITEM D

 Unfinished X New Business

To Be Submitted BEFORE Noon on the Thursday before the Council Meeting

Submission Date 6-6-18 Time: 9:30 A.M.

Person Submitting the Agenda Item Mayor Yes X No

Council Member Submitting the Agenda Item Request? Name Michalson Initial DM

2nd Council Member Submitting the Agenda Item Request? Name Smith Initial SM

If you are a Citizen is Submitting the Agenda Item Request please print your Name
Name

Citizen's Contact Phone Number Citizen's email address

Requested Council Meeting Date for Item: 6-11-18

Agenda Topic: Discussion/Decision Council requests Mayor Dewey to engage in a conversation regarding Ravalli County Sheriff's Office Services to the Town of Stevensville.

Backup Documents Attached Yes X No

If no, why not? 8/14/17 minutes included by Mayor for Council Review

Approved/Disapproved, If Approved, Meeting Date for Consideration 6-11-18

Mayor Signature Dan E Dewey Date 6-6-18

Requestor Contacted Date - - Time by Whom

If this request is disapproved, please list the date it will be placed before the council.

Date - -

If the request is not valid, please annotate the reason it is not a valid item for consideration.

STEVENSVILLE TOWN COUNCIL MINUTES
Monday, August 14th, 2017
7:00 p.m.

Council for the Town of Stevensville came together at Council Chambers, this being the time set for the regular meeting of the Town Council. Mayor Crews called the meeting to order at 7:00 p.m. Councilmember's Barker, Holcomb, Floyd and Michalson were all present. There were several members of the public present also.

The Council and all present then rose, faced the flag and recited the Pledge of Allegiance.

Approval of minutes from:

July 24th Town Council Meeting

Councilmember Holcomb a motion to approve minutes from the July 24th Town Council Meeting as presented. Councilmember Barker seconded the motion and all voted "aye". Motion carried 4-0.

Approval of bi-weekly claims:

Council reviewed the claims as presented.

Councilmember Holcomb made a motion to approve the claims as presented. Councilmember Floyd seconded the motion. Council inquired about several claims. The vote was called and all voted "aye". Motion carried 4-0.

Administrative Reports:

Airport

Airport Manager Chris Soto reported on the Airport activities including the Helitack base.

Police

Police Chief James Marble reported on police activities and Creamery Picnic.

Streets/Alleys

Streets Supervisor Ed Sutherlin was not in attendance. Mayor Crews reported on the temporary fishing access at River Park and informed the Council there will be a pre-construction meeting tomorrow morning.

Water/Sewer

Water/Sewer Supervisor George Thomas was not in attendance.

Pool

Brandon Dewey gave an update on the pool activities.

Guests:

There were no guests introduced.

Correspondence:

Mayor read the following correspondence into the record:

- Email from Ravalli County Weed District Coordinator Kelliann Morris Regarding River Park Noxious Weeds and Costs to Spray
- 7-31-17 Response to Roy Capps Comments Regarding the Flood Plain Permit Application for River Park
- 8-11-17 Floodplain Permit Conditional Approval Letter

Public Comments:

Brandon Dewey, 121 Turner Street, commented on and inquired about the General Fund Cash Balance.

Unfinished Business:

There was no Unfinished Business.

Councilmember Holcomb made a motion to suspend Council Rules to move New Business Item D ahead of Item A due to the number of people attending. Councilmember Barker seconded the motion and all voted "aye". Motion carried 4-0.

New Business:

D. Discussion/decision - Direct the Mayor to Seek Information Regarding Contracting the County Sheriff to Provide Law Enforcement Services for the Town of Stevensville

Mayor Crews introduced the agenda item and turned the floor over to Councilmember Michalson who requested the item be on the agenda.

Councilmember Michalson commented he requested this item be looked at for budgetary reasons only as the general fund cash balance is down. He further commented on the Town police department taking up to 36% of the general fund budget including another 6% for the Court totaling 42% or \$299,026 of the total general fund and the police department being over budget 3 out of the 4 years. He is requesting the Town look into other options for law enforcement.

Councilmember Michalson made a motion to direct the Mayor to seek information regarding contracting the County Sheriff to provide law enforcement services for the Town of Stevensville. Councilmember Floyd seconded the motion.

Further discussion was held regarding each Councilmember researching this further and not leaving it to the Mayor, tabling this until after the election, government does not stop operating during elections,

Pat Groninger, 518 East Third Street, commented the safety of the citizens superseding government, Council being responsible for managing the budget, using the Sheriff's Dept. costing the Town more and recommended working on this issue to make it better.

Police Chief James Marble urged Council to put one person in charge of gathering information versus multiple people making inquiries and complicating the issue.

Stevensville School Superintendent Bob Moore commented on the police department holding a very important role at the school and in the community, the exceptional service to the school through the SRO program and it would be a dire choice to abandon the local police department in our community.

Pat Groninger commented on having the Police Chief gather information and report back on the value of the department. He also commented again on the cost to the Town to use the Sheriff's Department.

A member of the public, 667 Treece Gulch, commented on hand picking Stevensville to live due to the school district and the SRO program and asked the Council to consider the response time at the school if the Sheriff's dept. was contracted.

Chris Soto, Longley Lane, commented on the public being supportive of the Stevensville Police Department and maybe the Council should move on to the next item.

John Leonard, 430 Riverside Avenue, commented on his experience as a municipal police officer and his family choosing Stevensville due to the school, full-time police force and SRO program. He also commented on getting rid of the police department being a big mistake and if there is a budget issue, it would be a Council problem not the police department.

Mark Adams, 319 College Street, commented on traffic speed issues in Town not being addressed, Sheriff's Department responding to calls in Town and no local police available, Council holding budgetary responsibility and the responsibility of keeping the citizens safe with 24 hour police availability which does not happen now. He encouraged Council to look into the using the Sheriff's Department.

Sean Lenahan, 469 Moiese Lane, commented on his experience as a law enforcement officer, doing research which will provide an objective look at the issue and sharpen the need for municipal law enforcement, Council balancing their fiscal responsibility with the safety aspect, SRO programs being vital to the school and community. He encouraged Council to keep municipal law enforcement and work on budgetary issues.

Sara Armijo, commented on looking into the budget to see where the Town can be more fiscally responsible, the police department never operating at full capacity but accomplishing a lot without full staff and encouraged Council to keep the police department as they are very beneficial to this community.

Mark Adams commented again on the traffic speed issues not being resolved and the need for more law enforcement presence.

SRO Officer Fawcett commented on the turnover in the police department affecting annual budgets, local police responding to 1,002 dispatch calls and the Sheriff responding to 679 separate dispatch calls and 59 responses together. Officer Fawcett also commented on patrolling for speeding issues, availability of the SRO at the school and the lack of man power in the Stevensville Police Department to offer 24/7 coverage.

Further discussion was held on researching this issue due to budgetary reasons, the Chief not being the proper individual to do the research on this issue.

The vote was called and all voted “nay”. Motion failed 4-0.

New Business:

A. Discussion/decision – Placement of Memorial Plaque by Jo Winfrey in Remembrance of Stephen Hilburn Along the Bike/Walking Path

Jo Winfrey presented her request for placement of a memorial plaque in remembrance of her son who committed suicide one year ago. She requested a head stone be placed between two trees near a bench.

Councilmember Barker made a motion to approve placement of a memorial plaque by Jo Winfrey in remembrance of Stephen Hilburn along the bike/walk path. Councilmember Holcomb seconded the motion. Discussion was held regarding placement of plaques versus headstones.

The vote was called and all voted “aye”. Motion carried 4-0.

Mayor Crews requested Ms. Winfrey to contact the Town when she is ready to install the plaque.

B. Discussion/decision – Adoption of Resolution No. 415, A Resolution Approving the Acceptance of the Park Land that has been Deeded to the Town of Stevensville by Ravalli County Resolution No. 3600

Mayor Crews read the resolution into the record.

Councilmember Holcomb made a motion to adopt Resolution No. 415, A Resolution Approving the Acceptance of the Park Land that has been Deeded to the Town of Stevensville by Ravalli County Resolution No. 3600. Councilmember Floyd seconded the motion.

Jeff Motley inquired about a survey being done. Mayor responded that this resolution would give him the authority to execute any documents for the proper transfer of the land.

The vote was called and all voted “aye”. Motion carried 4-0.

C. Discussion/decision – Approval of the Department of Commerce Montana Main Street Program Application & Project Grant Funding

Stevensville Main Street Association Director Lorraine Roach presented the grant application and informed Council that if awarded, these grant funds would provide tools for the Town and Main Street to help with business investment and development, ultimately raising the tax base for the Town. This grant would provide two pieces; 1) a market analysis and 2) downtown master plan both of which being tied to the recent Growth Policy update.

Councilmember Floyd made a motion to approve the Department of Commerce Montana Main Street Program application and project grant funding as presented. Councilmember Michalson seconded the motion.

Discussion was held regarding the Town’s \$5,000 match, the opportunity to follow up on items in the Growth Policy, provide needed information for Main Street, businesses and the Town to make decisions, future CDBG grant opportunity, promoting economic development, and this being a \$70,000 grant budget with a \$5,000 investment.

Further discussion was held regarding the grant and funding being held by the Town not Main Street.

The vote was called and all voted “aye”. Motion carried 4-0.

D. Discussion/decision – Direct the Mayor to Seek Information Regarding Contracting the County Sheriff to Provide Law Enforcement Services for the Town of Stevensville

This item was addressed earlier in the meeting.

Executive Report:

Mayor Crews reported on the following items:

- \$1,000 donation from Ravalli County Fish & Wildlife Assn for the River Park Fishing access
- Special Event at Lewis & Clark Park on August 23rd for the Teachers Appreciation & Welcome Back
- Special Event at Father Ravalli Park on August 20th for a child birthday party
- We as the Town need to strive to be courteous and positive with people in the Town.
- Street Crew is getting ready for construction at River Park

Town Council Comments:

Councilmember Holcomb thanked all the volunteers for Creamery Picnic.

Board Reports

Councilmember Floyd reported on the Airport Board meeting.

Mayor Crews reported on the Park Board meeting.

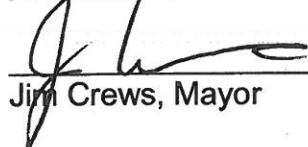
Mayor Crews informed Council that he will be out of town beginning August 28th through the 2nd of September and the Council president will need to take over Mayoral duties.

Council inquired if this would be the same time we are finalizing the budget and Mayor responded no, he will be meeting with all department heads to fine tune the budget prior to the budget workshop on the 21st.

Councilmember Floyd made a motion to adjourn. Councilmember Holcomb seconded and all voted "aye". Motion carried 4-0.

Meeting adjourned at approximately 9:10 p.m.

APPROVE:



Jim Crews, Mayor

ATTEST:



Stacy Bartlett, Town Clerk

May 8, 2018

Dear Town Council,

As members of the Stevensville's Park Board, we want to express our disappointment on the outcome of the vote for these two agenda items presented to the Town Council on April 23rd 2018:

1. The ordinance prohibiting the use of tobacco products in town parks and recreation facilities
2. The approval to submit the CDBG grant application

At our Park Board meeting on March 6th, we supported the implementation of the ordinance prohibiting the use of tobacco in town parks. We also discussed the importance of the CDBG grant that would assist in the creation of a master park plan. With the money from this grant, it would allow our town to apply for future grants, park planning and maintenance. At no time during our meeting did we hear any apprehension supporting these issues. The Park Board is an advisory board made up of volunteers and we all take a lot of time away from our own lives and our families to sort through these issues and make sure that our recommendations to the Town Council are well thought out. Our Park Board is very frustrated that the Town Council voted down such a positive improvement to our parks and town. We count on our liaison, between the Park Board and the Council to bring up any an apprehension on behalf of the Council to our attention. This liaison should also be a voice for our Park Board and make sure that our recommendations are discussed, regardless if that representative doesn't support the initiative. So, we have to ask ourselves, why do we have advisory boards? If the main reason for these boards is lend advise to the Council, then it is expected that our advice be acknowledged. We appreciate your dedication to the town and look forward to improved communication in the future. We are all here to make Stevensville the best it can be.

Sincerely,

Park Board members- Whitney McBeth, Renee Endicott, Vicki Motley, Loey Knapp, and Sherri Harris

AGENDA ITEM __ F __

__ Unfinished _X_ New Business

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Submission Date 06-06-18 Time: _____

Person Submitting the Agenda Item Mayor Yes ___ No

Council Member Submitting the Agenda Item Request? Name _____ Initial _____

2nd Council Member Submitting the Agenda Item Request? Name _____ Initial _____

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 06-11-2018

Agenda Topic: Discussion/decision – Resolution No. 427, A Resolution Setting Fees for Public Fingerprinting Services

Backup Documents Attached Yes ___ No

If no, why not?

Approved/Disapproved, If Approved, Meeting Date for Consideration 06-11-2018

Mayor Signature *Baruch E. Deery* Date 6-6-18

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___ If the request is not valid, please annotate the reason it is not a valid item for consideration.

RESOLUTION NO. 427

**A RESOLUTION SETTING FEES FOR PUBLIC FINGERPRINTING SERVICES BY
THE TOWN OF STEVENSVILLE**

WHEREAS, the Stevensville Municipal Code provides that usage rates, service charges, and license and permit fees be appropriately set by resolution of the Town Council; and

WHEREAS, the Town Council periodically sets fees and charges for various services provided by the Town.

NOW, THEREFORE, BE IT RESOLVED that the following fees and charges for services be reaffirmed:

\$20.00 per Fingerprinting Card

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this ____ day of _____, 2018.

Approved:

Attest:

Brandon E. Dewey, Mayor

Denise Philley, Deputy Clerk

Ravalli County Sheriff's Department provides fingerprinting for the public on Wednesday's from 12:00-2:00 and they are charging \$25.00 per card.

Missoula County Sheriff's Department/City of Missoula provides fingerprinting for the public on Tuesday and Wednesday's from 1:00-4:30 and they are charging \$15.00 per card.

Stevensville Police Department would propose a \$20.00 fee per card and would provide this service on Monday's from 4:00-6:00pm.

- **On average the police clerk receives 3 requests per week for fingerprinting and I refer them to the Ravalli County Sheriff's Department or to Missoula.**

Jenelle Berthoud, Police Clerk/Evidence Tech

AGENDA ITEM __G__

__ Unfinished _X_ New Business

To Be Submitted BEFORE Noon on the Wednesday before the Council Meeting

Submission Date 06-06-18 Time: _____

Person Submitting the Agenda Item **Mayor** Yes No

Council Member Submitting the Agenda Item Request? Name _____ Initial _____

2nd Council Member Submitting the Agenda Item Request? Name _____ Initial _____

If you are a Citizen is Submitting the Agenda Item Request please print your Name

Name _____

Citizen's Contact Phone Number _____ Citizen's email address _____

Requested Council Meeting Date for Item: 06-11-2018

Agenda Topic: **Discussion/decision – Agreement between the Town of Stevensville and the Montana Section of the American Water Works Association**

Backup Documents Attached Yes No

If no, why not?

Approved/Disapproved, If Approved, Meeting Date for Consideration **06-11-2018**

Mayor Signature  Date 6-6-18

Requestor Contacted Date ___ - ___ - ___ Time _____ by Whom _____

If this request is disapproved, please list the date it will be placed before the council. Date ___ - ___ - ___ If the request is not valid, please annotate the reason it is not a valid item for consideration.

**AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PRO BONO PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT ("Agreement") effective as of June __, 2018 ("Effective Date") between Town of Stevensville Montana ("Owner") and the Montana Section of the American Water Works Association ("AWWA"), a volunteer team acting by and on behalf of Community Engineering Corps ("CECorps") (AWWA and CECorps are hereinafter referred to collectively as "Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is identified in this Agreement hereafter as Knowledge Management and Maintenance Management System Development ("Project").

Engineer's services under this Agreement are identified in this Agreement hereafter as Technical Implementation ("Services").

I. Scope of Project

First, the Project intends to consolidate existing information regarding the water supply and distribution, plus sewer collection, treatment and disposal systems, and, with help of CECorps funding, produce up-to-date system maps of the water and sewer system to help transfer needed knowledge of utility assets to future generations of Town staff.

Second, the Project intends to create a computer-based maintenance management system for water and sewer assets. The intent is to configure the USEPA Check-up for Small Systems (CUPSS) program, that is free to communities like Stevensville. When complete, Owner staff will become trained on and use the maintenance management system to replace current methods of tracking asset maintenance and repairs.

II. Description of Basic Services

Work Tasks: The Project is broken into 6 tasks and 16 sub-tasks:

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Task	Description	Sub-Task
Year 1	State of Assets (DW/WW)	
1	Asset inventories	1.1 Review Records 1.2 Field Verification with staff 1.3 System Asset inventory 1.4 System Mapping/schematics
2	Asset Data Aggregation	2.1 Aggregate maintenance/safety data 2.2 Build Asset Register 2.3 Asset Field Tagging
3	Asset Condition	3.1 Condition Grading 3.2 Useful Life estimates
Year 2	Maintenance Management	
4	Asset Criticality	4.1 Likelihood of Failure 4.2 Consequence of Failure 4.3 Risk Assessment
5	Work Management Tasks - critical assets	5.1 Work Schedules 5.2 Work Order tabular creation
6	Reporting	6.1 Work order reporting 6.2 Asset management plan

Each of these tasks are outlined in attached Attachment A, Work Plan.

III. Items Outside the Scope of Basic Services (as defined in II above)

Work outside of the Basic Services includes, but is not limited to:

1. Purchase of software products other than solicitation of select free GIS software and maintenance management software.
2. Survey-grade as-built surveys of Town assets
3. Development of Town Financial Plans or Capital Improvement Plans
4. Destructive or non-destructive testing of existing asset inventory
5. Furnishing or installing equipment, or asset field tagging, that exceeds available Town Funds

IV. Miscellaneous Items

This work will include, but not be limited to, activities for which contributions from CECorps is anticipated. The Project consists of actions and activities that exceed the allowable reimbursements contained within an agreement of CECorps and Owner. To the degree that Owner resources are appropriated, and CECorps contributions allow, the work identified herein will be accomplished. All work described in the Work Plan is subject to appropriation by Owner.

Owner and Engineer further agree as follows:

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1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide, or cause to be provided, the Services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Engineer will not charge for its Basic Services. In lieu of payment of Engineer's fees, Owner shall grant Engineer all rights of publicity and all rights to use this project as an educational resource. As further consideration, Owner agrees to limit Engineer's liability as set forth in Section 5.01 and acknowledges that Engineer's liability is further limited by the Volunteer Protection Act of 1997 and various applicable state statutes.
- B. Engineer will make reasonable efforts to complete its Services by November 30, 2019, assuming it is authorized by _____. Owner acknowledges and understands that Engineer is a volunteer organization comprised primarily of volunteers, and therefore agrees not to rely on any scheduled periods of time or representations by any of Engineer's representatives related to time for completion of the project or services hereunder. Time is not of the essence under this Agreement.
- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended by the Owner, then the time for completion of Engineer's Services shall be adjusted accordingly.
- D. The Engineer shall have the right to include photographic or artistic representations of the design of the Project among the Engineer's promotional and professional materials, in all media, including social media, worldwide in perpetuity. The Engineer shall be given reasonable access to the completed Project to make such representations. However, the Engineer's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Engineer in writing of the specific information considered by the Owner to be confidential or proprietary. Owner shall arrange for execution of appropriate releases by persons photographed or represented in such professional and promotional materials. The Owner shall provide professional credit for the Engineer in the Owner's promotional materials for the Project.
- E. Owner shall be responsible for, and Engineer may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by Owner to Engineer pursuant to this Agreement. Engineer may use such requirements, programs, instructions, reports, data and information in performing or furnishing services under this Agreement.

2.01 *Basis of Payment and Invoicing Procedures*

- A. **Consideration:** Owner agrees to the indemnities and limitations of liabilities as set forth in Section 5.01 and understands that the indemnities and limitations of liabilities are consideration for Engineer to perform the Services on a pro bono basis.
- B. **Invoices:** Owner and Engineer agree that there may be Owner pre-approved goods and third party services that Engineer may purchase but that Owner is obligated to pay for. Owner shall reimburse Engineer for such goods and third party services within 30 days of receipt by Owner. If Owner fails to make any payment during the 30-day period following receipt of the invoice, Engineer may,

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after giving seven days written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full for all amounts due. Owner waives any and all claims against Engineer for any such suspension. After 30 days following the receipt of the invoice, the amounts due shall be increased at 1% per month (or the maximum rate of interest permitted by law if less) from the 30th day.

3.01 Termination

A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Engineer:

1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's Services are delayed for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Hazardous Environmental Conditions, as set forth in Section 5.01.

c. Engineer shall have no liability to Owner on account of a termination for cause by Engineer.

d. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Section 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

3. For convenience, by Engineer, upon the occurrence of any of the following events:

a. Engineer's inability to retain a qualified person registered as a professional engineer in the jurisdiction where the project is located to perform the services under this Agreement.

b. The dissolution, winding up, or other closure of the chapter, section, local group, or business performing services for the Project.

c. A termination under this Section 3.01.A.3 shall be effective upon Owner's receipt of written notice from Engineer.

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- B. The terminating party under Section 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound, and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Section 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor (as defined in Section 5.01.B), other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be that degree of care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Any documents prepared by the Engineer under this Agreement are instruments of the Engineer's service and are for the Owner's use solely with respect to this Project. The Engineer shall retain all common law, statutory and other reserved rights, including copyrights. Upon completion of the Project, or termination of this Agreement by the Engineer for cause as specified in Section 3.01.B, the Owner's right to use the instruments of service shall cease. In the event the Owner terminates this Agreement for cause, or in the event the Owner or the Engineer terminates this Agreement for convenience, the Engineer grants the Owner a non-exclusive license to subsequently use the Engineer's Instrument of Service solely for the purpose of completing the Project, provided that the Owner substantially performs its obligations under this Agreement, and subject to the following limitations:

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1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
 3. To the fullest extent permitted by law, Owner shall indemnify, defend, and hold harmless Engineer and its officers, directors, members, partners, agents, employees, volunteers and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
 4. Such limited license to Owner shall not create any rights in third parties.
- C. Owner and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- D. To the fullest extent permitted by law, Owner and Engineer agree that Engineer's total liability to Owner under this Agreement shall be limited to the Owner's right to recover damages that are recoverable, available and covered under any insurance policy procured by the Owner or Engineer applicable to the work or applicable to the parties' obligations under the contract documents. This limitation is a material part of the consideration exchanged by this Contract and goes to the essence of this Contract. It is intended by the parties to this Agreement that the Engineer's services in connection with the Project shall not subject the Engineer's individual employees, volunteers, students, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Owner agrees that, as its sole and exclusive remedy, any claims, demands or suits it initiates against the Engineer shall be directed and/or asserted only against Engineer and not individually against any of Engineer's employees, consultants, agents, volunteers, students, officers or directors.
1. The Owner and Engineer shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than six years after the date of Substantial Completion of the Work. The Owner and Engineer waive all claims and causes of action not commenced in accordance with this Section 5.01.H.1.
 2. To the extent damages are covered by property insurance, the Owner and Engineer waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Engineer, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them similar waivers in favor of the other parties enumerated herein.

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3. The Engineer and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement.
 4. The Owner shall indemnify and hold the Engineer and the Engineer's individual volunteers, officers, employees and consultants harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorney's fees and expenses recoverable under applicable law, but only to the extent they are not directly, fully and completely caused by the Engineer's gross negligence or willful misconduct.
 5. Neither the Engineer nor the Engineer's individual volunteers, representatives, agents or employees shall be jointly, severally or individually liable to the Owner in excess \$1000 by reason of any act or omission, including breach of contract or negligence not amounting to willful misconduct.
 6. The Owner shall be responsible for purchasing and maintaining commercial general liability insurance and shall include the Engineer as additional insureds for claims caused in whole or in part by the Owner's negligent acts or omissions during the course of the Project.
 7. The Owner shall provide prompt written notice to the Engineer if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Engineer's Instruments of Service.
- E. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.
- F. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- G. This Agreement is to be governed by the law of the state in which the Project is located.
- H. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

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6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: Town of Stevensville, MT

By: []

Print name: Brandon E. Dewey

Title: Mayor

Date Signed: []

Engineer: Montana Section AWWA

By: []

Print name: Greg Lukasik

Title: Responsible Engineer-in-Charge

Date Signed: []

Address for Owner's receipt of notices:

[]

Address for Engineer's receipt of notices:

6780 Trade Center Avenue

Billings, MT 59101

Approved as to Form:

Attachment(s)

- A. Project Work Plan



543 WORK PLAN

Project Team: Town of Stevensville & Montana Section AWWA

Project Name: Knowledge Management and Maintenance Management System Development

Community: Stevensville

State: Montana



Project Background

Please give a basic overview of the project background to date.

The purpose of the project is two-fold.

First, the project intends to consolidate existing information regarding the water supply and distribution, plus sewer collection, treatment and disposal systems. With help of CEC funding, produce up-to-date system maps of the water and sewer system to help transfer needed knowledge of utility assets to future generations of Town staff.

Second, the project intends to create a computer-based maintenance management system for water and sewer assets. The intent is to configure the USEPA Check-up for Small Systems (CUPSS) program, that is free to communities like Stevensville. When complete, Town staff will become trained on and use the maintenance management system to replace current methods of tracking asset maintenance and repairs.

Present Status

The Community has retained a Resident Engineer-in-charge to execute the project. The Town Council has approved a work plan that is outlined below in Section "Project Scope".

The Resident Engineer-in-Charge has produced a schedule of activities (see Section "Schedule" below), and initiated consultations with CEC resulting in submission of this Work Plan (Form 543).

Further, the Resident Engineer-in-Charge has initiated work on the first part (Up-to-date system maps). This consists of research of existing Town map products for both water and sewer assets. It also includes consultation with outside local government agency (County GIS) staff to secure spatial information relevant to production of base maps. Third, the Resident Engineer-in-Charge procured portable GPS units, and secured ESRI's "Collector" app for use in field collection.

No work has yet commenced on the second part of the project, the computer-based maintenance management system.

Finally, the Resident Engineer-in-Charge has initiated solicitation of local High School student volunteers. The purpose is to offer a learning experience, community engagement, and exposure to real-world engineering and surveying practice. Local High School students will also get an opportunity to learn more about the Town's public services, and careers in public service. About 40% of students from the project area go on to higher education; therefore, the project also presents an opportunity for interns to learn more about future work opportunities in the area.



Community-Based Organization Partner

Please name and describe the community-based partner that you are working with on this project.

Montana section AWWA members are working directly with the Town of Stevensville, MT Public Works staff and Town Council. Stevensville today is home to just over 2,000 residents. Most of its residents work for nearby industries. The Public Works Department staff include three full-time employees, all of whom have decades of experience in the service of the Town. One employee acts as Public Works Supervisor. A fourth employee of Public Works recently retired In November 2017 after 38 years of service to the Town. Due to budget concerns, that position has not been filled with new staff. That retired employee has agreed to volunteer to help the Resident Engineer-in-Charge execute this project.

Public works staff are responsible for operations and maintenance of roads, alleyways, municipal garbage pick-up, water, sewer, and storm drainage.

The Town Council consists is a four-person body of publicly-elected officials, plus an elected Mayor. The Town Council is responsible for setting policy, overseeing the functions of local government, and approves legally-binding actions of the Town. The Mayor is responsible for administration of Town government functions, including the Town budget.

Project Scope

Please describe the work tasks, regulatory requirements, and deliverables that are relevant for this project.

Work Tasks: The project is broken into 6 and 16 sub-tasks:

Task	Description	Sub-Task
Year 1	State of Assets (DW/WW)	
1	Asset inventories	1.1 Review Records 1.2 Field Verification with staff 1.3 System Asset inventory 1.4 System Mapping/schematics
2	Asset Data Aggregation	2.1 Aggregate maintenance/safety data 2.2 Build Asset Register 2.3 Asset Field Tagging
3	Asset Condition	3.1 Condition Grading 3.2 Useful Life estimates
Year 2	Maintenance Management	
4	Asset Criticality	4.1 Likelihood of Failure 4.2 Consequence of Failure 4.3 Risk Assessment
5	Work Management Tasks - critical assets	5.1 Work Schedules 5.2 Work Order tabular creation
6	Reporting	6.1 Work order reporting 6.2 Asset management plan



The goal of year 1 activities is to produce a “state of assets” picture that includes system inventories; aggregated asset data important to the work management system; and estimates of remaining useful lives of those assets based on a grading of condition. We also propose creating good base maps of each system (water and sewer), leveraging the knowledge of existing Town staff into maps reflecting the current systems.

To achieve this, the tasks include:

Task 1: Asset Inventories

- 1.1 Review records: this is already in process. GIS data on parcels, roads (rights-of-way), easements, survey monumentation (GPS coordinates), structures, etc. have been procured from County GIS resources of State of Montana data bases. System records including relevant record drawings (a.k.a. “as-built”) are aggregated.
- 1.2 Field verification by staff: this task includes using images that staff can validate as illustrating all relevant infrastructure. Already, staff have noted several elements of existing distribution and collection system infrastructure that is not shown on existing records. Field work will be performed including securing GPS coordinates, where feasible, of existing infrastructure.
- 1.3 System asset inventory: this includes building inventories of both remote and in-plant facilities. The asset inventories become the source data for building hierarchies in the computerized maintenance management system. Inventories will include both office and field work.
- 1.4 System mapping and schematics: this is the task of creating current, complete set of base maps of water transmission and distribution network, plus sewer collection system and interceptor facilities. We will use conventional methods of producing both hard copy and digital images. Assistance to mesh GPS data and produce GIS products will be sought. The work products will be useful in future planning, repair and rehabilitation, and renewal efforts.

Task 2: Asset Data Aggregation

- 2.1 Asset Data aggregation: this task includes securing relevant equipment records such as technical, O&M manuals, and safety data for plant equipment, well system, storage facilities, raw water production facilities (former surface water system supply),
- 2.2 Build Asset Register: this involves converting asset inventory records into the system hierarchy for placement into computerized maintenance management system. This will require development of a new Town naming convention for Asset IDs.
- 2.3 Asset Field Tagging: Subject to available funds, materials will be secured for placement of Asset ID tags to equipment. The tags will correspond to Asset ID’s in the maintenance management system.

Task 3: Asset Condition

- 3.1 Condition Grading: while performing asset inventories, major equipment will be assessed for overall condition. The condition scores will be basis for estimating remaining useful lives.
- 3.2 Useful Life estimates: equipment which receives a condition score will be compared with typical useful lives for such assets available in literature and understood from experience. Remaining useful lives will be part of data tracked in maintenance management system.

The goal of year 2 activities is to produce the actual maintenance management system. In considering how best to achieve this, we considered the costs and benefits to various software platforms. We also considered the ease of use, maintainability, and level of complexity needed for the Town’s assets. There are existing platforms the Town could use that blend ease of use,



maintainability, and simplicity at little cost. The Town's plan is to adopt the CUPSS (Check up Program for Small Systems) program, a free platform that is specifically designed for small water and sewer systems. It was built by USEPA several years ago, and it has been used to help other small systems across the U.S.

To achieve this, the following tasks are to be done

Task 4: Asset Criticality

4.1 Likelihood of Failure: for major infrastructure, the probability of asset failure will be developed. Because hard data is likely unavailable on past performance, these will be based on best engineering judgement.

4.2 Consequence of Failure: for major infrastructure, the consequences of failure will be assessed. Assuming hard data is unavailable to monetize all aspects of an asset failure, this will be a qualitative exercise.

4.3 Risk Assessment: based on available funding, a formal risk assessment incorporating Likelihood and Consequences of asset failures will be produced. The purpose is to assign asset criticality to the inventory of assets. From the risk assessment, those deemed highest risk will become the focus of initial maintenance management system development.

Task 5: Work Management System Development

For infrastructure to be included in the maintenance management system, the plan includes:

5.1 Work Schedules: Using data obtained in Task 2, develop data for inclusion in maintenance management system. Developing scheduled maintenance tasks for this infrastructure is the output of this effort. These data will be loaded into the software application.

5.2 Work Order Creation: Scheduled work will be incorporated into the software platform that is independent of an asset but is necessary for proper operation of the system. To degree feasible, reference to relevant information sources will be linked.

With tasks complete, training on the use of the system will be performed. To the degree supported by CEC, our work plan includes support for detailed training of at least two Town staff in the CUPPS program. We will rely upon training resources available through entities such as the Southwest Environmental Finance Center from the University of New Mexico.

This will include aspects of the CUPPS program that deal with tracking and managing system work. In addition, staff will be positioned to use the CUPSS program for other items it is designed to provide including developing budget estimates and resource planning to sustain utility operations long into the future as a new generation of staff assume operational control.

All works produced through this project will be property of the Town of Stevensville

Task 6: Reporting

With the CUPPS program in place, loaded, and staff trained, we will build (using CUPSS) a method of work order reporting and an asset management plan that describes the activities and work needed to properly care and plan for those asset renewals and replacements at appropriate intervals. The asset management plan provides the Town's governing officials the opportunity to determine a financial plan to sustain the operation into the future. Two elements of this work are:



6.1 Work Order Reporting: Developing practice of using CUPPS output to report out results. The results enable Town administration and Town Council staff better understand progress of utilities operations.

6.2 Asset Management Plan: A simple plan is developed which identifies risks, and work to secure asset renewals and replacements. The plan becomes the basis for creating a financial plan to sustain utility operations in the future.

Project Schedule

Please delineate the project schedule as specifically as possible. Examples include: listed tasks by date, Gantt chart, organized tables, etc.

The project schedule is attached. Please refer to the attachment. Note that work has already commenced as illustrated on the schedule and as outlined above.

Quality Control Procedures

Please describe the specific quality control procedures that your team has in place to utilize throughout this project, including how you will interact with your Independent Review Panel, what type of participation and oversight your Responsible Engineer in Charge is expected to do, and how you plan to interact with the community to collaborate on this work plan and provide them with updates on progress (see your community's expectations in the 541 Community Application, section C.11).

Quality control is vital on this project, given the deliverables to be produced.

Interaction with Independent Review Panel:

The review panel includes members who have considerable experience in both elements of this project. Therefore, their engagement in quality control includes:

- Consultation regarding mapping product development:
 - Data sources to be procured
 - Records management practices
 - Overview of field data collection procedures
 - Independent "quality assurance checks" of preliminary work product
 - Overview of asset naming convention(s)
- Consultation re: Computerized Maintenance Management System development
 - Overview Asset Naming convention
 - Overview Asset Hierarchy development
 - Conformance of Risk Assessment to industry practice
 - Independent review of Asset Management Plan components



Participation and oversight by Responsible Engineer-in-Charge

Day-to-day activities will be managed by the Resident Engineer. Because there is a local Resident Engineer-in-Charge, the Responsible Engineer-In-Charge will receive monthly updates of project progress (email notifications). Should specific issues require the Responsible Engineer's attention, sessions will be conducted between Town staff, its Resident Engineer and the Responsible Engineer to problem solve. Status reports required of CEC (Form 545) will be prepared by the Resident Engineer and submitted to CEC and Responsible Engineer.

The draft Engineering Report (Form 546) will also be prepared by Resident Engineer and submitted to CEC and Responsible Engineer. The Responsible Engineer will advise of any issues with the report.

The Final report (Form 547) will be produced similarly, under the direction of the Responsible Engineer.

Interaction with the Community

The nature of this project will engage the Town Public Works Staff in regular interactions, starting with data collection and throughout the map process. One of the key engagements will include detailed reviews of preliminary map products, and in ground—truing infrastructure locations. We intend to employ Town Public Works staff to assist in field data collection when existing records are inadequate to field locate facilities, and when equipment is reviewed for condition grading and tagging. In addition, there will be frequent interaction in aggregating data from existing Town equipment paper records as the staff will have to verify records reflect installed equipment. Other parts requiring detailed interaction includes, but is not limited to, the risk assessment and computerized maintenance management system configuration. As mentioned above, the maintenance management system development also includes the plan for training of Town staff.

Interactions with the Town Council will occur on a regular basis through normal reporting. That reporting includes time tracking, oral and written summaries to the Council, and grant administration related to CEC financial support. Final work products will be presented to the Town Council upon completion of all work in association with the Final Report (Form 547).